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Government
of Canada

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du Canada

Access to Information Act

Access

Register 1983

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CORRECTION

Access Register - 1983

Application Fee

The initial application fee, which must be submitted with your request for information, has now been established at \$5. Disregard the two references to a \$10 fee which appear on page "i" of the Introduction to the *Access Register*.

Access to Information Request Form

Page 1 of the *Access Register* contains a sample copy of the request form which is now *outdated*. Please do *not* use a copy of this form when applying for information under the *Access to Information Act*. A supply of updated request forms is available at each location to which the *Access Register* has been distributed.

Editorial Update

The text at the beginning of the Introduction to the *Access Register* should be amended to read:

"The *Access to Information Act*, *proclaimed in 1983*, grants . . .".

The text at the beginning of the introduction to the Personal Information Index publication should be amended similarly to read:

"The *Privacy Act*, *proclaimed in 1983*, protects the privacy . . .".

Access Register Supplement

The main volume of the *Access Register* will be augmented by a Supplement which will describe the organization, programs and information holdings of government institutions not covered in detail in this volume. These institutions mainly represent regulatory agencies and boards and commissions of the federal government.



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Access

Register 1983





Access Register 1983

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Access to Information Request Form

For official use only

This form is required to request records under the Access to Information Act. Requests for federal government information can ordinarily be made by means of a phone call, a visit, or a written request to the appropriate government information office.

STEP 1: Decide exactly what information you want — You can facilitate search for records and reduce fees by defining as narrowly as you can particular records you are looking for.

STEP 2: Consult the Access Register — The Register contains descriptions of government records, their probable location and other information which may assist you in identifying the particular records you wish to see. A copy of the Access Register is available at major libraries, post offices, and government information offices.

STEP 3: Ask for assistance if necessary — If you are unable to identify the records you are looking for in the Access Register, contact the Access Co-ordinator of the appropriate department, either in person, by telephone or by letter at the address shown in the Register. The Co-ordinator will assist you in identifying the records.

STEP 4: Complete this Request Form, providing as many specific details as you can about the desired records, such as:

- subject, title, author and date;
- specific events, activities, individuals, corporations, products, reports, meetings, decisions, agreements, etc., of interest in the records;
- the number and title of the appropriate class of records, as listed in the Access Register.

STEP 5: Send in the completed Request Form with an application fee of \$5.00, payable by money order or cheque to the Receiver General of Canada, to the appropriate officer identified in the Access Register. Unless you have already indicated what you are willing to pay for, you will be asked to authorize any fees that may be charged before the work is completed.

1. Federal Government Institution

2. Description of Record and Subject Topic of Interest (see step 4)



3. Description of record, number and title (consult Access Register — see step 2)

4. Method of access preferred

- ☐ Receive copies of the original ☐ Examine original in government office ☐ Other method (please specify)

5. Identification of applicant

6. Street address, apartment

City or town

Province, territory or other

Postal Code

Telephone number(s)

I hereby declare that I have a right of access to government records under the Access to Information Act by virtue of my status as a Canadian citizen, a permanent resident within the meaning of the Immigration Act, 1976, or by Order of the Governor in Council pursuant to subsection 4(2) of the Access to Information Act.

Signature

Date



Formule de demande d'accès à l'information

On doit remplir la présente formule lorsque l'on désire consulter des documents en vertu de la Loi sur l'accès à l'information. Pour faire une demande d'accès aux renseignements figurant dans les documents de l'administration fédérale, il suffit normalement de téléphoner, d'écrire ou de se rendre au centre d'information fédéral pertinent.

1^{re} ÉTAPE: Déterminez exactement les renseignements que vous souhaitez obtenir. Vous faciliterez la recherche des documents et en réduirez les frais en définissant de façon aussi précise que possible les documents que vous souhaitez consulter.

2^e ÉTAPE: Utilisez le *Registre de consultation*. Ce registre renferme des descriptions de documents de l'administration fédérale, des indications sur l'endroit où ils se trouvent probablement ainsi que d'autres renseignements permettant de localiser avec précision les documents désirés. Vous trouverez un exemplaire du *Registre de consultation* dans les principales bibliothèques, dans les bureaux de poste et dans les centres d'information du gouvernement fédéral.

3^e ÉTAPE: Demandez de l'aide au besoin. Si vous ne trouvez pas dans le *Registre de consultation* les documents que vous cherchez, allez voir le coordonnateur de l'accès à l'information du ministère pertinent, téléphonez-lui ou écrivez-lui à l'adresse figurant dans le *Registre de consultation*. Le coordonnateur compétent vous aidera à déterminer quels sont les documents qui vous intéressent.

4^e ÉTAPE: Remplissez cette formule de demande en donnant autant de précisions que vous pouvez sur les documents que vous souhaitez consulter par exemple:

- le sujet, le titre, l'auteur et la date;
- les événements spéciaux, les activités, les particuliers, les sociétés, les produits, les titres de rapports, les réunions, les décisions, les ententes et le reste, qui vous intéressent;
- le numéro et le titre de la catégorie de documents pertinente tels qu'ils sont indiqués dans le *Registre de consultation*.

5^e ÉTAPE: Envoyez la formule dûment remplie ainsi qu'un montant de 5 \$ payable par mandat-poste ou par chèque rédigé à l'ordre du Receveur général du Canada, à l'agent responsable compétent figurant dans le *Registre de consultation*. À moins que vous n'ayez déjà indiqué le montant que vous êtes disposé à verser, on vous demandera d'accepter de payer tous les frais qui pourraient être nécessaires avant que le travail ne soit achevé.

Institution fédérale

Description du document et du sujet qui vous intéressent (voir 4^e étape)

Catégorie de documents, numéro et titre (voir le *Registre de consultation* et la 2^e étape décrite ci-dessus)

Méthode d'accès préférée

☐ Recevoir des copies de l'original

☐ Examiner l'original dans un bureau du gouvernement

☐ Autre méthode (précisez)

Identité de la personne qui fait la demande

Nom

Adresse — N^o, rue, appartement

Ville

Province, territoire ou autre

Code postal

Numéro(s) de téléphone

En tant que citoyen canadien ou résident permanent du Canada, selon le sens de la Loi de 1976 sur l'immigration, ou à la suite d'un décret du gouverneur en conseil en vertu du paragraphe 4(2) de la Loi sur l'accès à l'information, j'ai le droit d'accès aux documents de l'administration fédérale en vertu de la Loi sur l'accès à l'information.

Signature

Date

Access Register

Preface

The Access Register brings together, for the first time in a single publication, sources of information held by the federal government. It is intended to assist the public in locating sources of government information and provide guidance for individuals making requests for government records under the Access to Information Act.

This new publication represents considerable effort on the part of government institutions which, during the past two years have undertaken a complete inventory of their information holdings. This volume of the Access Register contains full descriptions of all major departments and some smaller institutions. For some institutions, it lists persons to whom inquiries related to the Access to Information Act may be directed. It is expected that complete descriptions of these remaining institutions will be published during the summer of 1983. In addition, the Access Register will be brought up to date twice each year by the Access Bulletin. Material in the Bulletins will be incorporated in the next annual edition of the Access Register.

Subsequent editions will contain improvements both in form and content coverage. Suggestions on how to make the Access Register an even more useful reference tool in locating government information can be sent to the Access to Information Co-ordinator for the appropriate government institution or to the Director of the Task Force on Access to Information and Privacy, Treasury Board Secretariat, 160 Elgin Street, Ottawa, Ontario, K1A 0R5.

Table of Contents

	Page
Introduction	
Access to Information Request Form	1
Agriculture	2
Communications	18
Consumer and Corporate Affairs	28
Economic Development	40
Employment and Immigration	42
Energy, Mines and Resources	70
Environment Canada	86
External Affairs	102
Finance	120
Fisheries and Oceans	134
Indian Affairs and Northern Development	144
Industry, Trade and Commerce	158
Insurance	180
Justice	182
Labour	186
National Defence	194
National Health and Welfare	212
National Revenue - Customs and Excise	234
National Revenue - Taxation	248
Public Works	266
Regional Economic Expansion	274
Science and Technology	298
Secretary of State	302
Social Development	308
Solicitor General	310
Supply and Services	314
Transport	324
Veterans Affairs	336
Advisory Council on the Status of Women	472
Agricultural Products Board (see Agriculture)	
Agricultural Stabilization Board (see Agriculture)	
Anti-Dumping Tribunal (see Finance)	
Atlantic Development Council	472
Atlantic Pilotage Authority	472
Atomic Energy Control Board	472
Bank of Canada	472
Bilingual Districts Advisory Board (see Secretary of State)	
Board of Trustees of the Queen Elizabeth II Fund (see Medical Research Council)	
Bureau of Pension Advocates (see Veterans Affairs)	
Canada Council	472
Canada Deposit Insurance Corporation (see Finance)	
Canada Employment and Immigration Commission (see Employment and Immigration)	
Canada Labour Relations Board	472
Canada Mortgage and Housing Corporation	472

Table of Contents

	Page
Canadian Centre for Occupational Health and Safety	472
Canadian Commercial Corporation	472
Canadian Cultural Property Export Review Board	472
Canadian Dairy Commission	472
Canadian Film Development Corporation	472
Canadian Forces (see National Defence)	
Canadian Government Specifications Board (see Supply and Services)	
Canadian Grain Commission (see Agriculture)	
Canadian Human Rights Commission	472
Canadian International Development Agency	473
Canadian Livestock Feed Board	473
Canadian Penitentiary Service (see Correctional Service of Canada)	
Canadian Pension Commission (see Veterans Affairs)	
Canadian Radio-television and Telecommunications Commission	473
Canadian Saltfish Corporation (see Fisheries and Oceans)	
Canadian Transport Commission	473
Canadian Unity Information Office	473
Correctional Service of Canada	346
Crown Assets Disposal Corporation (see Supply and Services)	473
Defence Construction (1951) Ltd.	473
Director of Soldier Settlement (see Veterans Affairs)	473
Director, The Veterans' Land Act (see Veterans Affairs)	473
Economic Council of Canada	473
Energy Supplies Allocation Board (see Energy, Mines and Resources)	
Farm Credit Corporation	473
Federal Business Development Bank	473
Federal-Provincial Relations Office (see Privy Council Office)	
Fisheries Prices Support Board (see Fisheries and Oceans)	
Fisheries Research Board of Canada (see Fisheries and Oceans)	
Foreign Investment Review Agency	473
Freshwater Fish Marketing Corporation (see Fisheries and Oceans)	
Great Lakes Pilotage Authority	473
Historic Sites and Monuments Board (see Environment Canada)	
Immigration Appeal Board	473
International Development Research Centre	473
Laurentian Pilotage Authority	473
Law Reform Commission	474
Medical Research Council	474
Merchant Seamen Compensation Board (see Labour)	
Metric Commission (see Consumer and Corporate Affairs)	
National Battlefields Commission (see Environment Canada)	
National Capital Commission	474
National Design Council (see Industry, Trade and Commerce)	
National Energy Board	474
National Farm Products Marketing Council (see Agriculture)	
National Film Board	474

Table of Contents

	Page
National Harbours Board	474
National Library	474
National Museums of Canada	360
National Parole Board	372
National Parole Service (see Correctional Service of Canada)	
National Research Council	376
Natural Sciences and Engineering Research Council	474
Northern Canada Power Commission	474
Northern Pipeline Agency	474
Northwest Territories Water Board	474
Office of the Comptroller General	406
Office of the Co-ordinator, Status of Women	474
Office of the Correctional Investigator	474
Office of the Custodian of Enemy Property (see Supply and Services)	
Pacific Pilotage Authority	474
Pension Appeals Board	474
Pension Review Board (see Veterans Affairs)	
Petroleum Compensation Board (see Energy, Mines and Resources)	
Petroleum Monitoring Agency (see Energy, Mines and Resources)	
Prairie Farm Assistance Administration (see Regional Economic Expansion)	
Prairie Farm Rehabilitation Administration (see Industry, Trade and Commerce)	
Privy Council Office	410
Public Archives of Canada	412
Public Service Commission	475
Public Service Staff Relations Board	475
Public Works Land Company (see Public Works)	
Regional Development Incentives Board (see Industry, Trade and Commerce)	
Restrictive Trade Practices Commission	475
Royal Canadian Mint	475
Royal Canadian Mounted Police	420
St. Lawrence Seaway Authority	475
Science Council Canada	475
Seaway International Bridge Corporation, Ltd. (see St. Lawrence Seaway Authority)	
Social Sciences and Humanities Research Council	475
Standards Council of Canada	475
Statistics Canada	436
Statute Revision Commission (see Justice)	
Tariff Board	475
Tax Review Board	475
Textile and Clothing Board (see Industry Trade and Commerce)	
Treasury Board of Canada	456
Uranium Canada, Limited (see Energy, Mines and Resources)	
War Veterans Allowance Board (see Veterans Affairs)	
Yukon Territory Water Board (see Indian Affairs and Northern Development)	
Standard Classes of Records	470

Introduction

The Access to Information Act, proclaimed in April 1983, grants any Canadian citizen or permanent resident of Canada the right to examine or receive copies of records of a federal government institution, except in limited and specific circumstances.

New Rights

Prior to the Act being in place you did not have a right to information contained in most federal government records although you might have been provided with information on a voluntary basis. Now, if you request information and it is not excluded or exempted, the government institution must provide you with access to it. The burden of proving that information is exempt rests with the institution.

When to use the Access to Information Act

You should use the Act to obtain information when you believe the information is contained in government records and is not available to you through other existing information service programs of the federal government. Many government institutions operate extensive information programs across Canada, including libraries, public affairs offices and computer based enquiry systems, whose major purpose is to provide information to the public. These services will continue to operate and do not require the use of the Access to Information Act.

Government Records Covered by the Act

The Act gives you access to information contained in federal government records, regardless of their particular storage medium or physical location. With this definition of record, you may seek access to a wide range of government information including data produced by computer based information systems and material held in different storage media such as audio or visual recordings, micrographic records and magnetic tapes. The Act further provides access to information in the form of manuals which reflect the internal policies, procedures and instructions through which officials administer particular programs and generally conduct government business.

Government Records Not Accessible under the Act

There are two sets of conditions that limit your right to obtain information by using the Act: exemptions and exclusions.

The Act lists a number of exemptions which are intended to provide protection for particular kinds of information, the release of which would cause identifiable harm or would be contrary to the law. Examples of exemptions include information dealing with injury to international relations and defence, or trade secrets.

In addition, certain information is excluded from the scope of the Act. This includes information which is already available to the public such as formally catalogued publications, library or museum material held solely for reference purposes and publicly accessible computer enquiry systems, which are available for free or at costs listed in an existing price schedule. The other exclusion is material which is directly connected with the operations of Cabinet, such as Cabinet documents and minutes or records of decision.

Special Note

Personal Information

You should not use the Access to Information Act to access personal information about yourself which you believe a government institution

maintains in a personal information bank. You may access such information using the procedures established by the Privacy Act. Further information concerning your rights under the Privacy Act may be obtained by consulting the government publication *Index of Personal Information*.

How to Use the Access to Information Act

The Access Register publication and Access to Information Request Forms are located in public libraries and government information offices in major population centres across the country and in some 2,000 postal stations in rural areas. The Access Register, to be produced annually with updates twice within each year, describes the organization, program responsibilities, procedures manuals and classes of records for major federal departments and related agencies. Its main purpose is to assist you in identifying precisely which records you wish to see, and to indicate an appropriate official for each institution to whom requests for information should be directed.

If you are unable to consult the Access Register or if you know which records are of interest without consulting the publication you may write directly to the appropriate government institution, enclosing the application fee of \$10.00, clearly stating that you are requesting information under the Access to Information Act.

Assistance

You can contact the Access to Information Co-ordinator of the appropriate federal institution, either in person, by telephone, or by letter. Access Co-ordinators for each government institution are listed in the Access Register. The Co-ordinator will assist you, at no charge, in identifying the records you wish to see. If you ask for assistance by letter, include as much information as you can to identify the records you are looking for, and ensure that you provide sufficient information to enable an official to reply, either in writing or by telephone.

Cost

There is a non-refundable application fee of \$10.00 which must be submitted with your request. You also have to pay for time in excess of 5 hours spent in processing your request as well as copying costs (if applicable) and computer processing time and related charges (if applicable). If the costs are considerable you will be notified before they are incurred and you may be asked to make a deposit.

Response Time

The government institution has 30 calendar days to respond to your request. If the request is for a large number of records or is complex, the institution may extend the time limit but it must inform you that it has done so.

Complaints/Judicial Review

The government has established the Office of the Information Commissioner to deal with complaints about the operation of the Act. You have the right to complain to the Commissioner if you believe you were wrongly denied access to information or if the response took too long or cost too much. If, after lodging a complaint with the Information Commissioner, you are still unable to get access to the information you want, you may then take your case to the Federal Court.

Complaint Process

There are a number of specific steps that take place in handling a complaint. These are:

- The complainant (or a representative - e.g. a lawyer) makes a complaint in writing to the Information Commissioner (within one year if the complaint relates to an access request).
- The Information Commissioner investigates the complaint using the powers conferred upon the Office by the Act (e.g. power to summon persons, to examine records, etc.). During the investigation the Commissioner must hear representations from any of the parties involved in the complaint including any third party where that person or organization has an interest in the disclosure or restriction of the information.
- If the Commissioner finds that the complaint is justified, a report on the findings of the investigation is prepared along with any appropriate recommendations to the institution. The Commissioner can request that the institution provide notice within a specified time of any action to be taken to implement the recommendations or reasons why it won't be taken. The Commissioner also informs the complainant of the findings, as well as any third parties who may be involved.

Appeal to the Federal Court

If the Commissioner does not find the complaint about the denial of access to a record to be valid and the complainant is dissatisfied with this decision, the case may be taken to the Federal Court within 45 days after receiving the Commissioner's report. The complainant may also take the case to Court if the Commissioner has recommended that the government institution disclose the information and the institution, which is not bound to act according to such recommendations, still refuses.

Responsibilities of Government Institutions

Each institution is responsible for implementing the legislation. This entails establishing and maintaining detailed inventories of their records to assist in the production of the Access Register, designating an officer to act as the Access to Information Co-ordinator, establishing public reading rooms for the review of manuals and other records, and processing access requests. The head of every government institution is required to submit an annual report to Parliament on the administration of the Act. A list of the names and addresses of all institutions and their Access to Information Co-ordinators covered by the Act is available on request from:

Communications Division

Treasury Board of Canada
20th Floor, Place Bell Canada
160 Elgin Street
Ottawa, Ontario
K1A 0R5
Telephone: (613) 995-6141

Access Register

Purpose and Scope

This publication, to be produced annually with updates twice within each year, describes the organization, program responsibilities, operational manuals and classes of records of the federal government. It represents the first attempt to establish a single reference handbook on Government activities and information sources. The main purpose of the Access Register, which contains information on more than 120 government institutions, is to assist you in identifying precisely which records you may wish to see under the Access to Information Act.

Methodology

In order to restrict the Access Register to a reasonable size, yet provide sufficient detail to assist you in locating records, we have adopted a two-stage approach to describe the programs and records of federal institutions.

- The first stage is the formal Access Register publication which contains summary descriptions of the program activities and the subject content of classes of records for major federal departments and related agencies. For other government institutions an appropriate officer has been identified who can provide further details on programs and classes of records which are of interest to you. In the first edition of the Access Bulletin and in subsequent annual revisions to the Access Register full detailed descriptions will be provided for these institutions. The Register thus represents only the initial finding aid to federal government programs and classes of records.
- The second stage, which will not be published centrally, consists of internal departmental file classification systems and related file indices, library catalogues, information system directories and other internal work instruments which federal institutions maintain to assist in the management and use of their total information resources. You may wish to request access to certain portions of these internal finding aids under the Act in order to further narrow the search for the precise records which you are seeking.

Structure of the Register

The Access Register is organized into 40 chapters, each representing a major federal department or agency and a number of related institutions. The final chapter describes classes of records reflecting administrative activities and responsibilities common to all government institutions relating to housekeeping matters such as personnel, finance, purchasing and property activities and other general internal administrative functions.

For each major chapter in the publication, the following information items are provided:

- Background - A brief statement on the history and development of the institution, including recent program realignments.
- Laws and Regulations - A concise list of the laws and regulations under which the agency operates.
- General Information Services - A brief description of existing information services and products with the institution, including library services, major publications and other information sources.
- Access Procedures - A description of the official contact points (normally the Access to Information Co-ordinator) to which formal requests under the Act should be addressed.
- A description of the organization, program responsibilities, operational manuals and classes of records presented in the following format:

Function

For each organizational unit, a concise description of current tasks and activities carried out by the unit. The titles of organizational units are printed in a type size proportional to their location in the organizational structure of the institution. This format is intended to permit fast browsing by the reader through any given chapter.

Manuals

For each organizational unit and for the whole institution a description of any set of directives, instructions, guidelines or procedures used by employees in administering or carrying out any operational programs of the institution.

Classes of Records

For each organizational unit a description of classes of records, which represent groupings of subject-related files, containing the following elements:

- a unique identification number;
- a brief descriptive title;
- a description field relating the subject matter of the records to the title of the class of records;
- a list of key topics covered by the class of records;
- a statement of particular filing arrangements for material where this will assist those seeking access;
- special access notes, where records only relate to a particular geographic location, a particular industry sector or some other designation.

EDP Systems

Certain departments have provided brief descriptions of major information systems and related data files.

How to Use the Access Register

Please read the full introduction to this publication before searching the entries of particular departments and formulating your access

request. It will provide you with an overview of the Access to Information Act and guidance on how to exercise your new rights under the Act.

Notes for the Reader

- The first edition of the Access Register was compiled with a reference date of October 1, 1982. At press date a number of significant pending organizational changes in government institutions had not yet become effective in law (e.g. Industry, Trade and Commerce, External Affairs). These and other changes will be highlighted in the first edition of the Access Bulletin.
- The Access Register is *not* a complete list of all government files; many large departments maintain hundreds of thousands of individual files. The Classes of Records described in the publication represent grouping of subject or program related files.
- Because federal institutions were instructed to describe classes of records based solely on their own internal file systems and indices, the appearance of any topic within each class of records *guarantees* the existence of physical material related to that topic.
- The appropriate officers for each institution to whom access requests should be directed normally appear at the beginning of each chapter under the heading *Access Procedures* or *Access to Information*. If you wish to learn more about information services generally within a government institution, you may contact the *general inquiries* number listed in your local telephone directory.
- If you are uncertain about which government institution holds the particular records which you are accessing, please direct your request to the institution which appears to have direct program responsibility for the area of interest to you. Officials throughout the government have been encouraged to consult extensively with one another and to transfer requests where appropriate to ensure prompt processing of your request.



Government
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**ACCESS TO INFORMATION ACT
ACCESS TO INFORMATION REQUEST FORM**

For official use only

This form is required to request records under the Access to Information Act. Requests for federal government information can ordinarily be made by means of a telephone call, a visit, or a written request to the appropriate government information office.

STEP 1: *Decide exactly what information you want* — You can facilitate the search for records and reduce fees by defining as narrowly as you can the particular records you are looking for.

STEP 2: *Consult the Access Register* — The Register contains descriptions of government records, their probable location and other information which will likely assist you in identifying the particular records you wish to see. A copy of the Access Register is available at major libraries, post offices, and government information offices.

STEP 3: *Ask for assistance if necessary* — If you are able to identify the records you are looking for in the Access Register, contact the Access Coordinator of the appropriate department, either in person, by telephone or by letter at the address shown in the Register. The Coordinator will assist you in identifying the records.

STEP 4: *Complete the Request Form*, providing as many specific details as you can about the desired records, such as:

- subject, title, author and date;
- specific events, activities, individuals, corporations, products, reports, meetings, decisions, agreements, etc., of interest in the records;
- the number and title of the appropriate class of records, as listed in the Access Register.

STEP 5: *Send in the completed Request Form with an application fee of \$10.00*, payable by money order or cheque to the Receiver General of Canada, to the officer named in the Access Register as the person responsible for that particular class of records. Unless you have already indicated what you are willing to pay for, you will be asked to authorize any fees that may be charged before the work is completed.

Federal Government Institution

Description of Record and Subject Topic of Interest (please be as precise as you can, title, author, date, etc.)

Class of record, number and title (consult Access Register — see step 2)

Method of access preferred

☐ Receive copies ☐ Examine original in government office ☐ Other method (please specify) _____

Identification of applicant

Name

Street address, apartment

City or town

Province, territory or other

Postal Code

Telephone number(s)

I have a right of access to government records under the Access to Information Act by virtue of my status as a Canadian citizen, permanent resident within the meaning of the Immigration Act, 1976, or by Order of the Governor in Council pursuant to subsection 4(2) of the Access to Information Act.

Signature

Date

Canada

TBC 350-57 (83/2)

specimen only

Background

In a country such as Canada, the services and programs related to agriculture are many and varied. Special needs arise from the country's size, the variations in climate and in soils, and the federal system, which apportions responsibilities between the federal and provincial governments.

When Agriculture Canada was established in 1867, the year of Confederation, it concentrated first on the most urgent need at the time, which was to control livestock diseases and prevent their entry into Canada. The formation of the Experimental Farms System followed in 1886 as a means of discovering the agricultural possibilities of various regions. A Dairy Commissioner was appointed in 1890, and from that time the Department branched out rapidly to keep pace with the expansion of Canadian agriculture. Its personnel roster has grown from 27 in 1867 to about 10,000 today, and its services derive from 43 Acts of Parliament.

Today, the Department's responsibilities embrace most aspects of the agricultural industry. It carries out research into the physical and economic problems of agriculture, inspects and grades farm products and carries out programs aimed at keeping our crops and livestock safe from disease and insect pests. The Department enforces laws governing the sales of feed, fertilizers and pesticides, and assists farmers through measures such as price stabilization and crop insurance. It also provides consumer-oriented food advisory services and supervises race track betting.

All Canadians - urban and rural - benefit directly or indirectly from the work of the Department.

Legislation

Legislation for which the Minister of Agriculture is solely responsible to Parliament:

- Advance Payments for Crops Act
- Agricultural Products Board Act
- Agricultural Products Co-operative Marketing Act
- Agricultural Products Marketing Act
- Agricultural Stabilization Act
- Animal Disease and Protection Act
- Canadian Dairy Commission Act
- Cheese and Cheese Factory Improvement Act
- Cold Storage Act
- Crop Insurance Act
- Department of Agriculture Act
- Experimental Farm Stations Act
- Farm Credit Act
- Farm Improvement Loans Act
- Farm Products Marketing Agencies Act
- Farm Syndicates Credit Act

- Feeds Act
- Fertilizers Act
- Foot and Mouth Disease, Control and Extirpation Act
- Fruit, Vegetables and Honey Act
- Grain Futures Act
- Hay and Straw Inspection Act
- Humane Slaughter of Food Animals Act
- Inland Water Freight Rates Act
- Livestock and Livestock Products Act
- Livestock Feed Assistance Act
- Livestock Pedigree Act
- Meat and Canned Foods Act
- Meat Inspection Act
- Milk Test Act
- Pest Control Products Act
- Pesticide Residue Compensation Act
- Plant Quarantine Act
- Prairie Farm Assistance Act
- Seeds Act
- Wheat Co-operative Marketing Act

Legislation for which the Minister of Agriculture shares responsibility to Parliament:

- Canada Agricultural Products Standards Act (Minister of Consumer and Corporate Affairs)
- Canada Dairy Products Act (Minister of Consumer and Corporate Affairs)
- Canada Grain Act (Minister of Transport)
- Inspection and Sale Act (Minister of Consumer and Corporate Affairs)
- Maple Products Industry Act (Minister of Consumer and Corporate Affairs)
- Criminal Code, section 188 (Minister of Justice and Attorney General of Canada)
- Western Grain Stabilization Act (Minister of Transport)

Overall Responsibilities

The overall objective of Agriculture Canada is to stimulate the development of the agri-food industry, to provide for a dependable and adequate supply of safe, high-quality, nutritious food for domestic and export trade at reasonable prices to consumers, and to ensure

Agriculture Canada

stable and equitable returns to producers and processors. Consequently, the Department is involved in grading and inspection, seed certification, regulations on pesticides and fertilizers, animal disease diagnostic and control programs, race track supervision, market development and forecasts, scientific research, international agricultural liaison and dissemination of information.

Key Contacts

General inquiries
(613) 995-5222

Press
(613) 995-8963

Library
(613) 995-7829

Publications
(613) 995-8963

ATIP Co-ordinator
(613) 995-5118

Legal counsel
(613) 995-4990

Major Publications

Publications are available from Information Services, Agriculture Canada, Ottawa K1A 0C7.

- Policies and Programs for Agriculture - summarizes federal and provincial policies and programs affecting agriculture (Atlantic Provinces, Ontario, Quebec and the Western Provinces)
- Guide to Federal Agricultural Services
- Organization and Activities of Agriculture Canada
- Annual Report 1980-1981
- Free Publications from Agriculture Canada
- Technical Publications and Information from Agriculture Canada
- List of Agriculture Canada Priced Publications

Access Procedures

Within Agriculture Canada, formal access to information and privacy requests are co-ordinated centrally through the Administrative Division in Ottawa. Please forward completed access request forms to:

Access to Information Co-ordinator
Agriculture Canada
Sir John Carling Building
Carling Avenue
Ottawa, Ontario
K1A 0C5
Telephone: (613) 995-5118

Formal access procedures are not meant to discourage or to replace the informal access channels which currently exist at our regional facilities. Departmental establishments, in the form of regional offices, district offices, and research stations, are widely dispersed across the country. Inquiries concerning formal and informal access may be directed to the Access to Information and Privacy Co-ordinator at the

above address, or may be addressed to the Regional Administrative Offices at the following:

Regional Administrative Manager
Quebec Region
1254 Bishop Street, 4th Floor
Montreal, P.Q.
H3G 2E3
Telephone: (514) 283-4388

Regional Administrative Manager
Prairies Region
410 - 22nd Street East, Room 230
Saskatoon Square
Saskatoon, Saskatchewan
S7K 5T6
Telephone: (306) 655-5144

Regional Administrative Manager
Ontario Region
5075 Yonge Street, 5th Floor
Willowdale, Ontario
M2N 6C6
Telephone: (416) 226-9262

Regional Administrative Manager
Atlantic Region
Norwich Union Building
100 Cameron Avenue, 2nd Floor
Moncton, N.B.
E1C 5Y6
Telephone: (506) 388-7400

Food Production and Inspection Branch

Health of Animals Directorate

The Directorate administers the Animal Disease and Protection Act. Its purpose is to maintain the country's livestock free from contagious and infectious disease by providing veterinary, regulatory and scientific services in order to increase the knowledge of animal disease, eradicate foreign animal diseases in the event of their entry into Canada and reduce economic loss from diseases.

Manuals

- Manuals of Procedures Relating to the Animal Disease and Protection Act and Regulations

Classes of Records

AGR-10 Pathology Services

Description: Diagnostic service and research activities related to animal diseases and consultation and licensing for use of biologics, veterinary and pest control products. *Topics:* Diseases (agents of disease, transmission to humans, economic loss due to disease); diagnostic activities; diagnostic reagents; registration consulting service; licensing and use of biologics, veterinary and pest control products.

AGR-20 Humane Treatment of Animals

Description: Information on the prevention of stress-related diseases in animals and humane treatment of animals being transported within

Canada or exported from Canada. *Topics:* Inquiries; reports; correspondence; transportation systems; stockyards; ports of entry; code of practice (poultry, veal and swine).

AGR-30

Importation of Animals

Description: Information on the control of animal and bird imports to prevent animal disease from gaining entry into Canada. *Topics:* Veterinary inspection reports; quarantine station activity reports; Australian and European livestock importation programs; imports of game farm and zoological garden animals; imports of pets; feathers; skins and hides and wool; imports of birds; fertilizers; tankage; plant products; insects; others (tropical fish, amphibians, worms).

AGR-40

Export Testing and Certification

Description: Information on the acceptability of Canadian animals and products for export by ensuring their being free of disease or disease-causing agents and by meeting the standards of importing countries. *Topics:* Species of animals; disease and disease-causing agents; import requirements of foreign countries; export testing programs and certification; facilitating export; export of birds; export of poultry; export of plants.

AGR-50

Disease Control

Description: Information on the prevention, control and eradication of communicable and other diseases, and compensation for related losses. *Topics:* Animal Diseases - brucellosis, tuberculosis and other indigenous diseases; foreign animal diseases; reportable diseases of animals and poultry; artificial insemination; veterinary biologics. *Retrievability:* Machine readable records on brucellosis survey arranged by herd at Headquarters; also Herd Serum Banking and Rabies Control.

Food Inspection Directorate

Livestock and Poultry Division

The Division administers the Canadian Agricultural Products Standards Act and the Livestock and Livestock Products Act to ensure national standards for chick and poul production, and poultry and red meat products through a national grading and inspection program.

Manuals

- Meat Grading Manual - guide to beef and its by-products, grading system, and regulations
- Manual of Hatchery Operations - requirements for the registration of new premises, construction and equipment specifications, the survey of supply flocks, and sanitary conditions
- Shell Egg Inspection Manual - detailed guidelines on registration and inspection of egg stations, inspection of eggs, requirements for the packaging of eggs and the labelling of egg containers
- Processed Egg Inspection Manual - guidelines on the registration and inspection of processed egg stations, inspection of processed eggs (frozen, liquid or dried), packaging of processed eggs and labelling of processed egg containers
- Processed Poultry Inspection Manual - guidelines on the registration and inspection of poultry stations and producer premises,

inspection of processed poultry, packaging of processed poultry, and labelling of poultry containers

Classes of Records

AGR-60

Product and Registration Standards

Description: Information on standards for processing, grading and marketing of egg and poultry products, red meat, and animal products (furs, wools). *Topics:* Sanitation and building standards; grading standards; poultry packaging and labelling; import and export requirements; animal products (furs and wools); policy development; consultation with industry; hog fat survey, egg quality data, egg solids (machine readable).

AGR-70

Grading and Monitoring

Description: Information on a national program for grading red meats, animal products, poultry and poultry products, and for inspection and registration of hatcheries, egg stations, egg processing and poultry slaughtering plants. *Topics:* Grading red meat; grading poultry and poultry products; egg and poultry processing stations; hatcheries (registration and inspection); laboratory analysis of egg products; training and development; import and export inspection; complaints; enforcement; policy development.

AGR-80

Poultry Testing

Description: Information on economic traits of egg production and chicken meat stocks at the Central Test Stations. *Topics:* Egg production stocks; chicken broiler stocks; feed purchase; sale of eggs; production costs; random sample test results.

Dairy, Fruit and Vegetable Division

The Division is concerned with the establishment, implementation and maintenance of standards concerning the quality, wholesomeness and labelling of fresh and processed fruits and vegetables, dairy products and certain other processed foods (honey and maple syrup).

Manuals

- Canadian Guidelines for Inspection of Dairy Plants - items to be inspected and recommendations
- Dairy Division Laboratory Manual - sampling and preparation of reagents for the testing of cheese, dry milk, evaporated milk and ice cream
- Grading Manual - Dairy Products - objective, purpose, and principles of the grading program; grading of butter, cheddar cheese, and dry milk products
- Dairy Division Product Inspection Manual - objective, scope and purpose of product inspection, sampling, detention policy and general procedures; inspection of butter, skim milk powder, cheese, ice cream, and warehouses
- Inspector's Manual - inspection details concerning fresh and processed fruit and vegetables, certification, fees, detention and release
- Commodity Manual - inspection procedures for fresh products, application of grades and standards

Classes of Records

AGR-90

Grading, Standards and Labelling

Description: Information on grading programs and quality standards, and the design and control of labelling requirements. *Topics:* Standards - dairy, fresh fruit and vegetables, processed fruit and vegetables, honey and maple products; grading of dairy products; monitoring the grading of fruit and vegetable products; label design and approval; packaging; weight and measures; storage; transportation; studies and surveys; policy development; consultation with government and non-government organizations.

AGR-100

Registration, Licensing and Arbitration

Description: Information on the registration of fruit and vegetable processing plants, dairy plants, and fresh produce warehouses; the licensing of dealers and brokers; and the arbitration of disputes. *Topics:* Registration of establishments; suspension or cancellation of registration; list of registered processors; arbitration boards; complaints; policy development.

AGR-110

Import, Export and Inter-provincial Control

Description: Information on the control and regulation of import, export and interprovincial movement of dairy, fresh and processed fruit and vegetable products. *Topics:* Export certification; compliance to import regulations; concessions - processing and packaging; consultations - associations, government agencies (foreign and domestic); statistics; complaints; policy development.

AGR-120

Inspection and Monitoring

Description: Information on the inspection and monitoring of dairy, fruit, vegetable and certain other products, and related establishments. *Topics:* Product inspection; establishment inspection; laboratory analysis; disease monitoring; storage and transportation; certificates of inspection; system auditing; consultation with government and non-government organizations; violations and prosecutions; inspection fees; complaints; compliance; policy development.

Laboratory Services Division

This Division provides analytical testing services to those divisions and agencies of Agriculture Canada engaged in the enforcement of quality-assurance legislation and regulations for foods, feeds, fertilizers, pesticides and seeds.

Manuals

- Journals and manuals of analytical testing procedure
- Journal of the Association of Official Analytical Chemists

Classes of Records

AGR-130

Scientific Analysis

Description: Information on analytical tests to ensure conformity with established quality-assurance standards for certain products and facilities. *Topics:* Requests for analysis; analytical reports; tests results; laboratory certification; sampling programs (quotas); provision standards; consultation with Government and non-government organizations; methods of analysis; statistics. Machine readable (on computer tapes): samples received and reported, tests outstanding and

certificates of analysis. *Retrievability:* Files arranged either by laboratory number or by commodity, region, date and type of test.

AGR-140

Analytical Methodology Development

Description: Information on analytical methodologies to support and enhance the quality of scientific analysis provided by the Division. *Topics:* Methodology research proposals; assessment studies; establishment and dissemination of methodology; program review; analytical literature surveys; research reports; publications; laboratory certification verification; investigational sampling requests.

Meat Hygiene Division

The Division administers the Meat Inspection Act and Regulations as well as the Humane Slaughter of Food Animals Act and Regulations to ensure that meat, meat products and meat by-products are wholesome and fit for human consumption, and that the slaughter is carried out in a humane fashion.

Manuals

- Manual of Procedures - procedures for the inspection of registered meat slaughtering and processing plants and storages
- Construction Manual - details the requirements for construction and planning of slaughter-houses and meat-processing installations
- Reference Listing of Registered Establishments - list of registered meat packing establishments
- Reference Listing of Materials and Agents - list of materials, agents, compounds, paints, plant equipment, etc. acceptable for use in registered establishments, including the name and address of manufacturer and the date of acceptance of the product
- List of "Manufacturers and Printers of Packaging Material Authorized to Reproduce the Canada Inspection Legend"
- Meat Inspection Act and Meat Inspection Report - regulations on the inspection of meat and meat products entering international and interprovincial trade

Classes of Records

AGR-150

Inspection and Monitoring

Description: Information on the inspection and monitoring of food animals, meat, meat products and by products, and plant sanitation. *Topics:* Testing - toxicity, residues, contaminants; disease monitoring; complaint investigation; transport sanitation; inspection auditing; surveys; national and domestic inspection - abattoirs, storage and processing facilities; stamping devices; policy development. Special Access Note: Machine readable files - statistics on weekly and monthly poultry kills, disease condemnations and Establishment Review.

AGR-160

Plant Registration

Description: Information on the registration of slaughtering and processing plants. *Topics:* Construction specifications; equipment; use of non-food materials and agents; storage facilities; policy development.

AGR-170

Standards and Labels

Description: Information on the development of and compliance with standards and labels to ensure quality, nutritional value and safety of meat, meat products and by-products. *Topics:* Label review on microfilm; machine readable list of approved Canadian and foreign labels; packaging; food standards - formulas and preparation; additives; policy development.

AGR-180

Export and Import

Description: Information on the certification of Canadian meat products for export to comply with the requirements of foreign countries, and compliance of imported meat, meat products and by-products with Canadian standards. *Topics:* Export certification; foreign requirement review; veterinary audit and registered Canadian facilities; statistics; policy development. Machine readable: List of all approved products for import and export, statistics on the import and export of meat.

Plant Health and Plant Products Directorate

Seed Division

The Division ensures the accurate representation of seed products in the market place and adequate supplies of good quality seed, and facilitates Canadian participation in the trade of seed and plant varieties.

Manuals

- Inspection and Trade Memoranda
- Regulations and Procedures for the Production of Pedigree Seed

Classes of Records

AGR-190

Seed Projects

Description: Information on the characteristics of seed varieties, foreign and domestic movement of seed, and availability of adequate supplies. *Topics:* Seed varieties; importation of seeds; exportation of seeds; statistics; contract multiplication; international liaison. Machine readable: Seed inventory and seed sealing.

AGR-200

Inspection and Enforcement

Description: Information on the inspection and enforcement of standards governing seed quality. *Topics:* Seed inspection; violations and detentions; crop inspection; grading; diseases; seed testing.

AGR-210

Seed Standards

Description: Information on the development of new or amended seed quality standards; also packaging and labelling.

AGR-220

Variety Evaluation and Licensing

Description: Information on the evaluation of new varieties of seeds for the purpose of licensing. *Topics:* Licensing of seeds; list of licensed varieties (machine readable); unlicensed varieties.

Pesticides Division

The Division assures the safety and merit of pest control products through evaluation, registration and compliance programs under the authority of the Pest Control Products Act.

Manuals

- Operating Manual - manual describing the procedures relating to the control of the content, registration, classification, labelling and use of pesticides
- Memoranda to Control Officials - memoranda on current CAPCO (Canadian Association of Pesticide Control Officials) activities, general trade information, terminology, ingredient changes, registration standards

Classes of Records

AGR-230

Registration and Fees

Description: Information on the registration of pesticides under the Pest Control Products Act. *Topics:* Application for registration; specification forms; product labels; ingredient authorizations; registrant correspondence. *Retrievability:* Files arranged by registrant code and registration number.

AGR-240

Ingredients in Pesticides

Description: Information on the evaluation of pesticides to determine whether they will perform as claimed, and safe conditions for their use. *Topics:* Product chemistry; toxicology; metabolism; residues; environmental chemistry and toxicology. Special Access Note: Files arranged by ingredient code.

AGR-250

Inspection and Compliance

Description: Information on the development, implementation and monitoring of a national field compliance program for registered pesticides. *Topics:* Monitoring; investigation; enforcement.

Feed and Fertilizer Division

The Division administers both the Feeds Act and Regulations and the Fertilizer Act and Regulations to ensure that livestock feeds and fertilizers are both safe and efficacious.

Manual

- Inspection and Trade Memoranda - contains content and packaging standards for livestock feed and fertilizer, registration, quality control, and inspection regulations

Classes of Records

AGR-260

Feed Evaluation, Registration and Compliance

Description: Information on pre-sale evaluation of feed, registration of feed, and inspection of feed production and products to ensure compliance with regulatory requirements. *Topics:* Evaluation of feed; approval of single ingredients; correspondence; labelling; certificates

of registration; product inspection; feedmill inspection; toxicity, residues and diseases; violations; hay and straw grading. Machine readable: Feed database of registered products and listing of analytical results of feed samples.

AGR-270

Fertilizer Evaluation, Registration and Compliance

Description: Information on pre-sale evaluation and registration of fertilizer, and inspection of fertilizer products to ensure compliance with regulatory requirements. *Topics:* Evaluating fertilizer; approval of single ingredients; correspondence; labelling; certificates of registration; product inspection and grading; toxicity residues and diseases; violations. Machine readable: Listing of analytical results of fertilizer samples, Canadian fertilizer plant statistics and fertilizer database of registered products.

Seed Potato Division

The Division ensures the quality and availability of seed potatoes through inspection, testing and certification of varieties for export and domestic use.

Manuals

- Inspection and Trade Memoranda - contains regulations on quality control, inspection, production and use of seed
- Inspectors' Training Guide - guide to general procedures, identification of plant varieties and diseases

Classes of Records

AGR-280

Inspection, Testing and Certification

Description: Information on the inspection and testing of seed potatoes, and certification for domestic markets. *Topics:* Seed multiplication; seed potato improvement; inspection; enforcement; training programs; storage and transportation; testing (seed lots, field and post-harvest); inventory of varieties; assessment of varieties; complaint investigation (domestic); federal-provincial consultations.

AGR-290

Standards and Specifications

Description: Information on guidelines, specifications and standards on seed potatoes. *Topics:* Standards and labelling; laboratory facilities; transportation; storage; seed potato varieties; policy development.

AGR-300

Import and Export

Description: Information on the control of imports, export certification, and facilitation of seed potato trade. *Topics:* Phytosanitary agreements; facilitation of trade; import standards; export certification; complaint investigation (foreign); evaluation of foreign certification programs.

Plant Quarantine Division

The Division administers the Plant Quarantine Act to protect the country's agricultural and forestry industries from the introduction and spread of foreign plant pests, and to assure that Canadian agricultural and forestry products destined for export comply with the entry requirements of the importing country.

Manuals

- Plant Quarantine Directives
- Plant Quarantine Import Regulations Control Manual
- Bilingual Vocabulary of Ships, Mills, and Elevators
- Ship, Mill and Elevator Inspection Manual - directives to grain inspectors to ensure that grain meets the requirements of the import countries, and that it is free from disease

AGR-310

Import Program

Description: Information on the planning and maintenance of a national program to prevent the introduction and establishment in Canada of foreign plant pests detrimental to the Canadian agricultural and forestry industries. *Topics:* Import permits; port inspection statistics; quarantine and decontamination; importation of agricultural and forest products. Machine readable: Airport inspection.

AGR-320

Export Programs

Description: Information on the planning and maintenance of a national program to ensure the acceptance of Canadian agricultural and forestry products on export markets by being free of plant pests and by meeting standards of importing countries. *Topics:* Export agricultural and forestry products; ship, mill and elevator sanitation inspection; plant quarantine importation requirements of importing countries; phytosanitary export certification; decontamination and quarantine.

AGR-330

Domestic Programs

Description: Information on the planning and maintenance of a national program designed to prevent the spread of pests within Canada, and to survey for and control quarantine pests known to occur in Canada. *Topics:* Pest distribution (publications); decontamination and fumigation; pesticide application; and interprovincial shipments.

AGR-340

Biological Programs

Description: Information on the identification of pests, and analysis of pest risk. *Topics:* Lists of intercepted pests; insects and plant diseases; surveys; pest identification; and analysis of pest risk.

Race Track Division

The Division ensures the protection of the pari-mutuel betting public associated with horse racing under Section 188 of the Criminal Code and aids in the development of a viable race track industry in Canada.

Manuals

- Race Track Supervision Regulations - deal with the supervision of pari-mutuel betting, and the possession and use of drugs at race tracks
- Operational Manual (Race Track Supervision) - operational guidelines for the Division to aid in standardized enforcement and interpretation of policy and regulations.
- Race Track Officer Training Manual - contains guidelines for race track supervision officers on the pari-mutuel betting system, race

track equipment, departmental responsibilities and reporting procedures.

Classes of Records

AGR-350

Pari-Mutuel Supervision

Description: Information on the regulation and supervision of pari-mutuel betting on horse races. *Topics:* Daily operation racing associations; pool distribution; investigations into alleged race fixing; betting dates; tests of totalizator equipment; race track facilities; racing commissions; conferences; betting systems; betting permits; security and police; federal levy on wagering. *Retrievability:* Files arranged by racing event and date.

AGR-360

Race Surveillance

Description: Information on the surveillance of horse races. *Topics:* Daily supervision reports; photo finish service; race patrol service; drug control service; test inspectors' personal records. *Storage Media:* Film, videotapes and photographic print.

AGR-370

Surveillance Research

Description: Information on all aspects of research into racetrack surveillance. *Topics:* diagnostic activities; drug detection; recording of races on film or video tape; effect of drug administration on horses. *Storage Media:* Film, videotapes and photographic prints.

Research Branch

The mandate of the Branch is to provide new knowledge and improved technology to ensure the efficient production of an adequate supply of safe and nutritious food, a stable and profitable agriculture and food industry, and a judicious use of natural resources essential to Canadian agriculture. The Branch also provides support to other branches, departments and agencies in activities of national concern in the agricultural and food sector, and assistance to international research programs of less developed countries.

Manuals

- Plant Virus and Antiserum Bank - describe viruses that cause damage to crops and plants
- Manual for Describing Soils in the Field - outlines the procedure for inputting soil and landform classifications data into a computer system
- Canadian Agricultural Thesaurus agricole canadien - contains terms for describing the work of the Research Branch, including names of bacteria, viruses, plants, names of domestic animals and chemical terminology

Classes of Records

AGR-380

Land Research

Description: Information on the maintenance, availability, and better utilization of agricultural land to meet current and future agricultural and food production needs. *Topics:* Soil management and conservation (erosion problems, tillage, fertilizer use, etc.); soil composition (organic matter, mineral content, chemical analysis); soil mapping

(machine readable); land inventory (classification, surveys, mapping); soil and land evaluation.

AGR-390

Water Research

Description: Information on the utilization of water resources for agricultural production. *Topics:* Irrigation; drainage; desalination (machine readable); conservation.

AGR-400

Energy Research

Description: Information on the conservation, production, and efficient utilization of energy throughout the food production system. *Topics:* Production - alternate sources, alcohol production, fuel substitutes, converting farm waste and residues into energy, and solar energy; conservation - analysis of energy use, equipment and equipment management, production practices, buildings and storages, greenhouses, and insulation; utilization - farm and community energy use.

AGR-410

Environmental Quality Research

Description: Information on minimizing environmental degradation from agricultural practices. *Topics:* Pollution studies - residues from animal and crop production, toxicology, environmental quality parameter, etc.; waste management; pesticide management; plant nutrient studies.

AGR-420

Food Quality and Nutrition Research

Description: Information on the safety, quality and nutritive value of edible agricultural products. *Topics:* Food safety - toxicants and contaminants; food quality - food composition, nutrient availability, nutrition, monitoring and formulating food products.

AGR-430

Agrometeorology

Description: Information on the effect of climate on agricultural production. *Topics:* Winter survival of crops; meteorological and climatic indices; crop development models (yield prediction through use of climatic indices); atmospheric CO₂; climate research; meteorological records and data (machine readable).

AGR-440

Animal Production Development Research

Description: Information on the efficiency of production and the quality of animals in support of market development. *Topics:* Beef, dairy, swine, poultry, sheep, certain other animals, and honey bees; breeding; nutrition; management practices; physiology; feeding; protection.

AGR-450

Crop Production Development Research

Description: Information on the efficiency of production and quality of crops in support of market development. *Topics:* Wheat and other cereals; oilseed crops; forage crops; horticultural crops; field crops; breeding; physiology; management practices; protection.

AGR-460

Production Support Research

Description: Information on the availability and development of basic support services necessary for food and agricultural production. *Topics:* Winter hardiness - physiology and biochemistry; nitrogen fixation - physiology and host-bacteria relationship; cytogenetics - haploidy, gene transfers and regeneration; research services - plant

gene collections, analytical chemistry, instrumentation, equipment and statistical design, analysis, and interpretation; protection - biological and chemical control; biosystematics - identification, classification and collections of vascular plants, insects and fungi; engineering and statistics.

AGR-470

Farm Input Supply Research

Description: Information on the availability and quality of basic inputs to the food and agricultural production system. *Topics:* Farm building design and research; structural design (micro film); agricultural mechanization research and development.

AGR-480

Food Processing and Distribution Research

Description: Information on increasing efficiency in the processing and distribution sectors through technological innovation and product improvement. *Topics:* Food processing (technological innovation, equipment and its utilization); the development of new food products and ingredients; storage (physiology and storage conditions) data on meat quality evaluations (machine readable).

AGR-490

Commonwealth Agricultural Liaison

Description: Information on liaison with the Commonwealth Agricultural Bureaux and the Commonwealth Science Council. *Topics:* Information Service - agricultural scientific information, journals and book reviews; identification service - identification of pests and plant diseases; and biocontrol services - pest evaluation, survey and review services related to introduction of biological control agents.

Marketing and Economics Branch

Market Development Directorate

Marketing Services Division

The Division provides marketing expertise and information on agricultural commodities, deals with extension of federal marketing powers to provincial marketing boards, provides funding assistance for the construction of fruit and vegetable storage facilities, and gives financial guarantees to co-operatives to facilitate the orderly marketing of produce.

Classes of Records

AGR-500

Administration of Acts and Funding Programs

Description: Information on provincial marketing board powers, loan guarantees to producers, advance crop payments and storage construction assistance. *Topics:* Application for financial assistance (marketing boards, co-operatives); establishing commodity values; auditing; engineering check of storage specifications and plans; Agricultural Products Marketing Act; Agricultural Products Co-operative Marketing Act; Fruit and Vegetable Storage Construction Financial Assistance Program; Advance Payment for Crops Act.

AGR-510

Marketing Information

Description: Machine readable files on the quality, quantity, price, inventories, sale and movement of products.

AGR-520

Commodity Marketing

Description: Information on marketing advice to government departments and the agri-food industry. *Topics:* Communication with industry organizations and government departments; commodity marketing - reports, statistics, inquiries, policy; marketing advice.

Food and Nutrition Service

The Service provides information and advisory services to the government, consumers and the food service industry on food quality, nutrition, safety, buying and handling to promote the sale of Canadian agricultural products through improved consumer satisfaction.

Classes of Records

AGR-530

Food Advisory Information

Description: Information or advice to government departments, consumers and the food service industry on the promotion, nutrition, buying and handling of food. *Topics:* Consumer inquiries; energy conservation in food preparation; food preparation (home and industry); surveys and projects; buying and handling; nutrition.

AGR-540

Food Reviews and Studies

Description: Information and recommendations on food, agricultural issues and programs. *Topics:* Food research and development; technology and marketing; the world food problem; nutrition.

Market Improvement Division

The Division promotes increased use of Canadian food and agricultural products within the retail and food service industries; identifies opportunities and develops strategies to increase exports of Canadian agricultural and food products, equipment, and services; provides information and makes recommendations to improve the efficiency of co-operatives, other producer-controlled organizations and the intermediary services for exporters.

Classes of Records

AGR-550

Foreign Markets Information

Description: Information on the export of agricultural and food products, equipment and services. *Topics:* Commercial missions abroad; trade shows and exhibits; Canadian agricultural products; services to exporters; marketing research; country profiles; export marketing organizations; agricultural trade information program (machine readable). *Retrievability:* Files arranged by product, country and number.

AGR-560

Co-operatives and Producer Organizations

Description: Information on co-operatives and marketing boards. *Topics:* Briefings of government organizations; statistics (organization structure, trade, exports, financial, etc.); co-operatives; marketing boards. Special Access Note: Files arranged by organization, commodity, province and number.

AGR-570

Food Retailing Corporations in Canada

Description: Information on food retailing corporations in Canada to improve markets for Canadian food products. *Topics:* Organizational

structure; statistical profiles; marketing techniques; gross sales; number of outlets; subsidiary corporations.

Food Processing and Distribution Division

The Division assists in the development and implementation of policies and programs designed to improve the efficiency and effectiveness of Canada's agricultural processing, transportation and distribution systems.

Classes of Records

AGR-580 Processing

Description: Information on the processing of Canadian food and agricultural commodities. *Topics:* Import replacement (by Canadian products); energy use; facilities; technological development.

AGR-590 Distribution and Transportation

Description: Information on the distribution and transportation of Canadian food and agricultural commodities. *Topics:* Transportation problems - air, truck, rail, ship; containers for transportation purposes (availability and suitability).

Market Analysis and Trade Policy Directorate

International Trade Policy Division

The Division provides the primary contact between the Department and other federal departments, provincial agencies, and producer and agri-business groups on matters concerning international trade policies related to the Canadian agriculture and food system. The Division's work complements the market development activities of the Market Development Directorate of the Marketing and Economics Branch. The Division also takes the leading role in preparing position papers on agricultural trade policy issues and represents the Department in trade policy discussions.

Classes of Records

AGR-600 Preparation of Briefing Papers

Description: Briefing papers on various agriculture-related trade policy questions for use by the Minister and senior officials of the Department. *Topics:* Import quotas; tariff changes; bilateral trade agreement negotiations; relations with less-developed countries; food security; food reserves; other trade-related topics.

AGR-610 Compilation, Analysis and Dissemination of Trade Statistics

Description: Agricultural trade statistics derived from original data published by Statistics Canada. *Topics:* Canadian agricultural exports (by commodity and receiving country); Canadian agricultural imports (by commodity and source country); trade statistics (micro-fiche and machine readable).

Commodity Markets Analysis Division

The Division provides market intelligence and analysis of developments in the commodity markets for agricultural commodities (grain, oilseeds, fruits and vegetables, cattle, hogs, dairy products, eggs and poultry), develops and advises on government policy pertaining to these markets, and undertakes economic research to improve

knowledge and understanding of the functioning of commodity markets.

Classes of Records

AGR-620 Economic Research on Commodity Markets and Agricultural Market Forecasting

Description: Information on the supplies, consumption, inventories, trade and prices of the major agricultural commodities produced in Canada, and the analysis of factors influencing the behaviour of markets for these commodities. *Topics:* Dairy and dairy products; livestock and livestock products; poultry and poultry products; fruit, vegetables, honey and maple products; special crops; grains, oilseeds and fodder crops; fish and fish products; wood and wood products. Machine readable: Statistics on commodity prices, marketings, stocks, imports, exports, production, disposition.

AGR-630 Agricultural Policy Issues

Description: Information on economic factors related to the supply, demand and pricing of agricultural commodities, and the development and analysis of economic policy alternatives for the government. *Topics:* Dairy and dairy products; livestock and livestock products; poultry and poultry products; fruit, vegetables, honey and maple products; special crops; grain and feeds.

Food and Market Analysis Division

The Division provides economic analysis, market intelligence and policy advice on issues related to food prices, the transportation, handling, processing, retailing and purchasing of food, and regulations affecting the food system.

Manual

- Guideline for Retail Food Pricing Survey

Classes of Records

AGR-640 Market Intelligence

Description: Market analyses on the purchasing, processing and distribution of food. *Topics:* Food prices; food expenditures (consumer spending); processing and retailing. Machine readable: Food prices and pricing forecast model.

AGR-650 Food Policy and Research

Description: Economic studies and policy advice on food markets. *Topics:* Food prices; processing and retailing; transportation and handling; strategy; foreign ownership; regulations.

Statistical Analysis Unit

The Unit provides support to economists within certain branches of the Department through the collection, updating and reporting of data related to agriculture.

Manuals

- Systems Documentation - programmer's guide on the organization of the computer system

- **User's Guide** - guide for Agriculture Canada researchers on how to retrieve information from the data bank
- **AGSEC 5 - Guide to Data Coding Scheme** - explains the classification system for agricultural data
- **Hog Stabilization Guide** - guide for the collection of data on hog prices and volume, to be used by commodity analysts to predict and calculate payments under the Hog Stabilization Program
- **Beef Price Spreads Guide (Documentation)** - details the organization of the data bank on beef price spreads

Classes of Records

AGR-660

Agriculture-related Data

Description: Economic data related to agriculture. *Topics:* Market Commentaries (annual and monthly time series); monthly and annual trade data (prices and quantities); source data for Farm and Regional Economic Models (monthly, quarterly and annual time series); miscellaneous economic data on agriculture and food. *Retrievability:* Files arranged by AGSEC code and commodity (marketing and trade coding system).

Regional Development and International Affairs Branch

Production Development Directorate Crop Product Division

The Division develops and administers programs aimed at increasing crop production efficiency through crop improvement, the development of new crops and environmental management.

Classes of Records

AGR-670

Crop Production Improvement

Description: Information on the improvement of crop production efficiency and quality of crops. *Topics:* Program planning; weather and climate studies; federal-provincial programs; development assistance programs; crop production planning and programs; weed and pest control (e.g. wild oats); production constraint identification; advisory services - Grains Group; liaison with government and non-government organizations; land and water resources studies; cost of production studies.

AGR-680

New Crop Development

Description: Information on the development and adaptation of new crop varieties and production practices. *Topics:* Evaluation of new varieties; economic and physical feasibility; field trials and demonstrations; financial assistance to project sponsors (e.g. administration of New Crop Development Fund).

Animal Production Division

The Division develops and administers programs aimed at increasing the efficiency of production and quality of animals, helps in the establishment of fair prices for producers and acts to increase export sales of these products.

Classes of Records

AGR-690

Records of Performance (Livestock)

Description: Information on recording and evaluation systems to promote production and quality. *Topics:* Breeders; genetic improvement; dairy production; livestock growth rate.

AGR-700

Showcase Herd Maintenance

Description: Information on a showcase herd of beef and dairy cattle maintained to demonstrate the quality of Canadian cattle to buyers. *Topics:* Production tested and type-classified dairy and beef cattle; technical information for cattle promotion; foreign exhibition herd program.

AGR-710

Sire Loan Programs

Description: Information on financial and professional support for the identification, promotion and improvement of genetically superior breeding stock through the loan of superior sires. *Topics:* Procurement of sires; loan arrangements; guidance and advice - breeding, feeding and management of livestock; progress evaluation; breeder associations.

AGR-720

Fairs Program

Description: Information on the promotion, improvement and identification of genetically superior breeding stock. *Topics:* Financial and professional support; livestock classification.

AGR-730

4-H Programs

Description: Information on financial and professional support for the development of Canadian youth interest in agriculture through 4-H clubs. *Topics:* Shared-cost agreements; grants; public relations; club program monitoring.

AGR-740

Authentication of Purebred Livestock

Description: Information on financial and professional support for the identification, promotion and improvement of genetically superior breeding stock through the authentication of purebred livestock. *Topics:* Livestock registration authentication; livestock associations; Livestock Pedigree Act.

AGR-750

Stockyard Administration

Description: Information on efforts to ensure that users of designated stockyards receive or pay a price which reflects the demand for the class of livestock traded on any given day. *Topics:* Stockyard registrations; shippers, trust accounts; Livestock and Livestock Products Act; supervision of auction marts; consultation with industry; buyers and sellers; Dealer's Bonds.

Farm Development Division

The Division seeks to increase the efficiency of Canadian farm production by improving farm management and co-ordinating regional development programs at the farm level. It also assists farm operations through the administration of the Farm Improvement Loans Act and Feed Freight Assistance Adjustment Funds.

Manuals

- Farm Improvement Loans Act - an act to encourage the provision of credit to farmers for the improvement and development of farms
- Guidelines for lenders - to assist lenders in the processing of loans under the Farm Improvement Loan Act

Classes of Records

AGR-760

Farm Improvement Loans

Description: Information on the administration of the Farm Improvement Loans Act to assist in meeting the credit needs of Canadian farmers. *Topics:* Loan program management - reports, claims, remittances; guidelines; policy; borrower default analysis. Reports of loans made are filed by borrower and lending period, and are machine readable.

AGR-770

Farm Business Management

Description: Information on advice and expertise to improve farm business practices and production management. *Topics:* Project identification and evaluation; production cost data; managerial and financial systems; information catalogues; technology transfer programs; production management.

AGR-780

Feed Freight Assistance Adjustment Fund

Description: Information on the Feed Freight Assistance Adjustment Funds in Ontario, Quebec and British Columbia. *Topics:* Contracts; claims; project monitoring - control and evaluation.

International Affairs Directorate

International Liaison Service

The International Liaison Service is involved in policy development and liaison with international agricultural organizations. It acquires, analyzes and disseminates international agricultural intelligence; is involved in multilateral food aid through the World Food Program; and co-ordinates foreign agricultural bilateral relations.

Manual

- Directions for the Preparation and Handling of Memoranda to the Cabinet and Discussion Papers, Privy Council Office, May 1977

Classes of Records

AGR-790

International Liaison

Description: Information on liaison with international organizations, international agricultural intelligence and bilateral relations with foreign countries, including visits and missions. *Topics:* Food and Agriculture Organization (FAO); World Food Program; World Food Council; Inter-American Institute for Agricultural Co-operation (IICA); OECD Committee for Agriculture; Memoranda of Understanding on Agricultural Co-operation; foreign visits; agricultural missions.

Overseas Projects Secretariat

The Overseas Projects Secretariat provides liaison between the Department and other organizations for the purpose of developing and co-ordinating overseas food and agricultural projects.

Classes of Records

AGR-800

International Agricultural Projects (CIDA)

Description: Information on certain food and agricultural projects in developing countries in conjunction with the programs of the Canadian International Development Agency (CIDA). *Topics:* Project descriptions; reports; administration guidelines.

AGR-810

International Agricultural Assignments

Description: Information on the staffing of overseas agricultural projects carried out by CIDA and various international agencies. *Topics:* International agency, job vacancy notices (FAO, WEP, OECD, etc.); human resources inventory; international vacancy notices - CIDA projects; country profiles; FAO, Associate Expert Programme.

AGR-820

Technical Assistance

Description: Information on new strategies and contacts for technical assistance abroad in the agricultural sector. *Topics:* Technical assistance; international agricultural issues (e.g. North-South dialogue); industrial co-operation.

AGR-830

International Agricultural Assistance Co-ordination

Description: Information on encouraging and facilitating co-operation of provincial governments and other Canadian non-governmental organizations in the identification of international agricultural development priorities, and the discussion of international agricultural and food aid programs. *Topics:* Canadian Committee on International Agricultural Services (CCIAS); personnel policies for international assignments; international agricultural assistance; equality of opportunity for Canadians in international projects; conferences and meetings.

Regional Development Directorate

Development Analysis and Co-ordination Division

The Division provides information, analysis and advice on the market-oriented development of the agri-food system, and the integration of provincial development plans within a coherent national framework. This includes the support of agricultural research and technology transfer programs, and the review and assessment of existing programs.

Class of Records

AGR-840

Agricultural Development Analysis and Co-ordination

Description: Information on a coherent national framework for agricultural development with specific reference to market orientation, research projects, and technology transfer. *Topics:* Provincial reviews (agricultural profiles); research program evaluation; transfer of technology; market development; economic and social statistics; Agricultural Development Subsidiary Agreements; program and project

assessments. *Retrievability:* Files arranged by subject, province, program and year.

Development Policy Directorate

Production Development Policy Division

The Division is responsible for the provision of the policy analysis, advice and economic intelligence required for the development and implementation of the Department's agricultural development strategy.

Classes of Records

AGR-850

Agricultural Development Policy and Analysis

Description: Policy-oriented analyses of agricultural development issues. *Topics:* Farm costs and incomes; agricultural stabilization; development strategy; energy in agriculture; farm labour programs; land-use policy; farm credit policy; agricultural taxation.

AGR-860

Economic Intelligence

Description: Economic intelligence on agricultural production and inputs. *Topics:* Farm input prices; farm costs and incomes; energy in agriculture.

Co-ordination Directorate

The Directorate co-ordinates departmental participation in federal-provincial ministerial and deputy ministerial conferences on agriculture and food, and also prepares briefings and reports on agricultural issues of concern in various regions. The Directorate also co-ordinates activities and liaison with national industry associations and other non-governmental organizations.

Classes of Records

AGR-870

Federal-Provincial Relations

Description: Information on federal-provincial ministerial and deputy ministerial conferences, preparation of briefing books for these conferences; and reports and briefs on agricultural issues of concern in the provinces. *Topics:* Provincial policy, programs and issues; liaison activities, including conferences; and sub-agreements.

AGR-880

Industry and Non-governmental Organization Liaison

Description: Identification of and profiles on major national and international non-governmental organizations (NGOs); liaison with major NGOs; establishing contacts and attending meetings with representatives of these NGOs. *Topics:* Provincial, national and international NGOs; conferences and meetings.

AGR-890

Status of Women

Description: Information on status of women activities related to agriculture (rural and agricultural) in Canada and abroad. *Topics:* Government policy; National Plan of Action; world programs; convention on the elimination of all forms of discrimination; rural issues; conferences, workshops and liaison activities.

AGR-900

Civil Emergency Planning

Description: Information on preparedness plans to ensure adequate inspection and regulation of agricultural products and services in the event of a national emergency. *Topics:* Liaison in emergency planning matters with Privy Council Office and Emergency Planning Canada, other federal departments, provincial departments of agriculture, U.S. Department of Agriculture and NATO; orientation training in Agricultural Emergency Planning.

AGR-910

World Food Day Secretariat

Description: Information on the co-ordination of Canada's observance of World Food Day, including participation from the provinces and other federal departments as well as other organizations concerned with the need to ensure secure food supplies for food-deficient countries. *Topics:* Meetings - National World Food Day Steering Committee, World Food Day Co-ordinating Committee and Information Working Groups; World Food Day poster, logo, theme initiatives, etc.

Strategic Planning and Evaluation Branch

The Branch supports the senior management of the Department in the development of corporate strategies and in the evaluation of programs.

Manuals

- Program Evaluation Methodology Manual - details the evaluation of departmental activities in relation to the Department's aims and objectives
- Guide to Strategic Planning in Agriculture Canada

Classes of Records

AGR-920

Program Evaluation

Description: Information on the evaluation of departmental programs. *Topics:* Description and objective; analysis of effectiveness.

AGR-930

Strategic Planning

Description: Information on strategic issues and challenges facing the agri-food system and the Department.

Communications Branch

The Branch disseminates agricultural and food information to farmers, agricultural advisers, agribusiness, students and the general public. It also advises the public about policies, programs and activities of the Department.

Manuals

- Scientific and agricultural term glossaries
- Style manuals
- Policy papers and procedural memoranda

Classes of Records

AGR-940 Operations

Description: Information on the Department's work disseminated through the press, radio, television, films, exhibits and displays, and agriculture-related information provided to the public upon request. *Topics:* News media services; radio tapes; short films and television; photography; exhibits and displays; public relations. *Storage Media:* radio tapes, films and photographs.

AGR-950 Programs

Description: Departmental publications (books, brochures, pamphlets, etc.) and periodicals; materials to provide guidance and assistance to regional information officers; and graphic designs.

Farm Income Services Branch

Western Grain Stabilization Administration

The Western Grain Stabilization Administration administers the Western Grain Stabilization Act by collecting producer levies, making subsidy payments to producers when necessary and maintaining a record of grain producers' transactions. All records are located at the Administration Office at 303 Main Street, Winnipeg, Manitoba.

Classes of Records

AGR-960 Producer Account Maintenance

Description: Information on transactions between grain buyers and producers under the provisions of the Western Grain Stabilization Act. *Topics:* Date of transaction; grade of grain; purchaser (name and location); quantity delivered; revenue paid; and kind of grain. *Retrievability:* Files arranged by Canadian Wheat Board Permit Number.

AGR-970 Stabilization Payments and Levies

Description: Information on stabilization payments to grain producers and levies on grain sold. *Retrievability:* Files arranged by Canadian Wheat Board Permit Number.

Crop Insurance Division

The Division works with provinces to develop and promote sound and acceptable self-help crop insurance programs for Canadian producers in order to increase producer protection in serious crop loss situations.

Classes of Records

AGR-980 Crop Insurance Program

Description: Information on federal assistance to provincially-operated crop insurance programs which provide producers with income stability against specific crop loss risks. *Topics:* Federal-provincial agreements under the Crop Insurance Act; federal contributions to the provinces; Annual Report for the Minister under the Crop Insurance Act; provincial crop insurance program proposals, statistical reports, crop insurance annual reports and crop condition reports; audit reports; foreign crop insurance information.

AGR-990 Relief Assistance Programs

Description: Information on crop loss assistance programs which cover emergency situations not provided for under ongoing crop insurance programs. *Topics:* Federal-provincial agreements; crop loss assistance program details; federal contributions to programs; soil moisture and crop condition reports; audit reports.

AGR-1000 Waterfowl Crop Damage Compensation Program

Description: Information on compensation for individual producers in Manitoba, Saskatchewan and Alberta who have suffered serious waterfowl crop loss damage. *Topics:* Federal-provincial agreements; federal contributions; the Crop Damage Prevention Program and policies; program studies; waterfowl crop damage compensation policies; program audit reports.

AGR-1010 Prairie Farm Assistance (cancelled 1979)

Description: Information on assistance to farmers in the western wheat area in the event of a district crop failure. *Topics:* Prairie Farm Assistance Act 1939; claims and payments; program phase out 1973-74; Repeal of the Act 1979; annual reports. *Special Access Notes:* Operational records now stored at Public Archives in Winnipeg; administrative and policy records stored at Headquarters.

Canadian Grain Commission

The Canadian Grain Commission administers the Canada Grain Act through the recommendation and implementation of grading standards for grain, the licensing of grain elevators, the inspection and weighing of grain, the economic and statistical monitoring of grain handling and storage systems, research into the quality of cereal grains and oilseeds, and supervision of grain futures exchanges.

Manuals

- Grain Inspector's Manual - guide for the inspection of grains, as well as storage and transportation requirements
- Official Grain Grading Guide - describes standard grading methods and provides detailed information on the interpretation of the official grade definitions
- Official Grain Sampling Manual - explains the requirements for the selection and identification of official grain samples
- Stored Grain Pests - describes the types of insects that infest grains and methods of pest control for stored grains
- Handbook on Varietal Identification by Kernel Characters, Barley, Wheat and Small Oilseeds - guide for the identification of threshed grain samples of varieties of barley, wheat and types of small oilseeds commonly grown in Western Canada
- Grain Grading Handbooks for Eastern Canada and for Western Canada - describe quality criteria for the grading of grains

Classes of Records

CGC-10 Grain Inspection Operations

Description: Information on the inspection and grading of samples of grain and grain screenings obtained by Commission employees or

submitted by members of the grain industry under the Canada Grain Act or Canada Grain Regulations. *Topics:* Grades of samples submitted; grades of terminal elevator receipts; special treatment of grain in terminal elevators; elevator inspections and infestation control; grain shipments from terminal and transfer elevators; primary and export standard samples; and re-inspections. *Retrievability:* The files are located in Winnipeg and in district offices.

CGC-20 Economics and Statistics Operations

Description: Economic and statistical information on grain handling and storage, the auditing of elevator operations, and the control of licensing and insurance of elevators under the Canada Grain Act. *Topics:* Grain handling and storage statistics for licensed elevators; audits operations of terminal and transfer elevators; licensing of elevators, insurance and guarantee bond; grain inspected and weighed at terminal elevators; individual grain transactions at terminal elevators; prices received by Western producers; policy analysis and recommendations. *Retrievability:* Records are located in Winnipeg.

CGC-30 Grain Research

Description: Information on the quality of cereal grains and oilseeds. *Topics:* Inquiries, consultations, advice and reports; quality assessment of new crops; grain cargo composite monitoring; evaluation of new varieties; protein testing; scientific testing of cereals and oilseeds; research in cereal and oilseed chemistry; moisture meter standardization; evaluation and development of new testing methods. *Retrievability:* Records are located at the Winnipeg office.

CGC-40 Weighing of Grain

Description: Information on the supervision of grain weighing at terminal and transfer elevators to ensure adherence to the provisions of the Canada Grain Act and Regulations. *Topics:* Weighing exception reports; scale equipment inspection; weigh-over of elevator stocks for audit; investigating complaints related to weight; weighing facilities - planning and control. *Retrievability:* Records are located at Winnipeg and at district offices.

CGC-50 Policy Development and Co-ordination

Description: Information on the administration of the Canada Grain Act and the Grain Futures Act; issuing of regulations and orders; advising the Minister on matters relating to grain handling; collection of revenues; and co-ordination of functions of all divisions within the Canadian Grain Commission. *Topics:* Operations audit of grain handling in Canada; Canada Grain Act and Regulations; Grain Futures Act and Regulations; Canadian Grain Commission orders and directives to the grain trade; collection of revenue; financial statement (machine readable); supervision of grain futures trading; Grain Appeal Tribunal; Canadian government elevators (privatized 1979-81). *Retrievability:* Records located in Winnipeg; operations audit at regional offices; and Canadian Government Elevator files at Public Archives.

Agricultural Products Board

The Agricultural Products Board serves to ensure the availability of a ready supply of food products for consumers and assists producers to achieve stable income through direct participation in the marketplace. The Board is empowered to buy, sell or import agricultural products and to store, transport and process products under the provisions of the Agricultural Products Board Act.

Classes of Records

APB-10 Agricultural Products Transaction

Description: Information on agricultural product transactions under the provisions of the Agricultural Products Board Act. *Topics:* Purchase and sale agreements; processing, storage and transportation of agricultural products; foreign assistance programs. *Special Access Note:* Files arranged by commodity, year and procedure.

Agricultural Stabilization Board

The Agriculture Stabilization Board assists the agriculture industry to realize fair returns for its labour and investment by means of price support payments for agriculture commodities under the provisions of the Agricultural Stabilization Act.

Classes of Records

ASB-10 Commodity Price Support Programs

Description: Information on support prices for agricultural products under the provisions of the Agriculture Stabilization Act and details of payment programs. *Topics:* Support price (related data, correspondence, reports, producer costs, market return statistics, etc.); and payment program (deficiency payments, eligibility criteria).

ASB-20 Subsidy Claims and Payments

Description: Information on claims for subsidies from individual producers.

National Farm Products Marketing Council

The National Farm Products Marketing Council is responsible for supervising the Canadian marketing agencies established under the Farm Product Marketing Agencies Act. The Council works with these agencies and with provincial governments and their marketing boards to promote an efficient and competitive industry for the products concerned. It is charged with protecting the interests of producers, processors and consumers.

Classes of Records

NFPMC-10 Marketing Operations

Description: Information on liaison with commodity producers' associations, provincial agricultural departments, provincial marketing boards and other councils on matters related to marketing operations. *Topics:* Producer quota studies; guidelines for cost of production formulae; interprovincial and export trade; statutory orders and regulations; reports and statistics; commodities - animal and animal products, grains and oilseeds, horticulture and special crops; liaison with organizations concerned with marketing (minutes of proceedings). *Retrievability:* Records located at the Headquarters of the National Farm Products Marketing Council.

NFPMC-20 Canadian Marketing Agencies

Description: Information on Canadian marketing agencies such as the

Agriculture Canada

Canadian Egg Marketing Agency, the Canadian Turkey Marketing Agency and the Canadian Chicken Marketing Agency. *Topics:* Provincial levies; information services; claims; hearings; licensing; penalties and offences; producer quotas; production surveys; programs; reports and statistics; prices; statutory orders and regulations; surplus

egg removal; interprovincial and export trade; marketing agencies (organization, minutes of proceedings, administration, finances, etc.). *Storage Medium:* Recordings - council meetings and in-camera hearings. *Retrievability:* Records located at headquarters of the National Farm Products Marketing Council.

Background

The Department of Communications (DOC) was created by the Government Organization Act in 1969. Prior to that time, communications matters were handled by a number of departments and agencies (Transport Canada, National Defence - Defence Research Board (DRB) and the Privy Council Office). The need for central policy co-ordination, direction and planning was recognized in the rapidly evolving "communications revolution". The Minister of Communications assumed responsibility for management of the Radio Frequency Spectrum, planning and management of government telecommunications, telecommunications research and development and space telecommunications.

For the first ten years of its existence, the Department was almost exclusively concerned with the electronic means of creating, processing, storing, distributing, displaying, accessing, and exchanging information. While it had some responsibilities in the area of broadcasting, it was mainly concerned with the non-cultural aspects of communications. Its clientele was largely composed of private and public sector institutions which either manufacture equipment for or provide these services.

In July 1980, in recognition of the increasingly close links between culture and communications, responsibility for the federal government's arts and culture program, along with responsibility for ten cultural agencies, was transferred from the Secretary of State to the Minister of Communications.

While other responsibilities continue, the Department is now concerned with a host of institutions, again public and private, which perform functions in the cultural field analogous to those that characterize the Canadian information industry and communications infrastructure, as they are conventionally defined. In addition, the Department is now concerned with the cultural content that flows through these channels of communications, both electronic and non-electronic, and includes among its clients the creators and administrators of cultural content.

In making this change, the Prime Minister indicated his wish that, henceforth, communications policy should be conducted with the highest concern for cultural content, and that members of the cultural community should be aware of developments in communications and information technology.

Laws

- Radio Act
- National Transportation Act and Railway Act (telegraphs and telephones)
- Cultural Property Export and Import Act

Overall Responsibilities

Communications Program

The Department fosters the orderly development and operation of communications for Canada in the following domestic and international spheres:

- Communications and Information Technology - DOC assists the development of Canadian industries which manufacture communications and information equipment or provide related systems, products or services and support for the mandate of DOC, DND and other departments.

- Communications Policy Development - DOC develops communications policies that make maximum use of Canadian resources and talents, strengthen Canadian industries, exploit technological advances, and generally contribute to the achievement of Canadian economic, social and cultural objectives.
- Radio Frequency Spectrum - As trustee of this vital natural resource under the Radio Act, the Department continually seeks to manage, improve and extend the use of the spectrum, protect the rights of Canada through international agreements, and provide service to all of its users.
- Government Telecommunications - The Department establishes and maintains long-term federal government telecommunications plans, including the identification of the most efficient and economic alternatives available to satisfy existing and new telecommunications requirements, and accommodates the convergence of technologies (telecommunications, EDP and office equipment) on a government-wide basis.
- DOC satisfies the needs of federal departments and agencies by planning, establishing and managing telecommunications facilities and services in a manner that will maximize the benefits of sharing and consolidating in providing for telecommunications requirements on a government-wide basis.

Arts and Culture Program

The Department also formulates and develops policies and programs for the achievement of national artistic and cultural objectives, and promotes effective inter-agency, interdepartmental, and intergovernmental co-operation in the achievement of those objectives, which include:

- encouraging artistic and cultural activities in Canada
- advising on optimum allocation of resources among arts and culture programs
- fostering greater inter-agency program co-operation and co-ordination in support of cultural and other national objectives
- supporting or managing, in special circumstances determined by the government, artistic and cultural programs outside those of the federal cultural agencies

Organization

The Department of Communications is headed by the Deputy Minister of Communications, who is supported by the Senior Assistant Deputy Minister, who is responsible for Policy, and five Assistant Deputy Ministers, who are responsible for the Space, Research, Spectrum Management and Government Telecommunications, Arts and Culture, and Financial Management Sectors respectively. Also supporting and reporting to the Deputy Minister is the Director General, Personnel and Administration, and a Planning Secretariat.

The Department has regional offices in Moncton, Montreal, Toronto, Winnipeg, and Vancouver, and approximately 48 district offices across Canada. In addition, it maintains research and testing facilities in the National Capital Region.

There are eleven agencies in the communications and cultural field, included in the schedule of the Access to Information Act, which report to Parliament through the Minister of Communications. They are the Canada Council, the Canadian Broadcasting Corporation, the Canadian Film Development Corporation, the National Arts Centre,

Communications

the National Film Board, the National Library, the National Museums Corporation, the Public Archives, the Social Sciences and Humanities Research Council, Teleglobe Canada and the Cultural Property Export Review Board. The Canadian Radio-television and Telecommunications Commission (CRTC) also reports to Parliament through the Minister of Communications.

Central management and administration of the Department, including the Minister's office, the Deputy Minister's office and support services such as personnel, finance, accommodation and telecommunications material management, computer services, security services, library services, mail and records management.

Access Procedures

All formal access requests should be directed to:

The Access and Privacy Co-ordinator
Department of Communications
Journal Tower North
300 Slater Street
Ottawa, Ontario
K1A 0C8
Telephone: (613) 995-6661

Libraries

Reports, studies, briefs, etc., prepared by or for the Department of Communications should be requested through:

The Library
Department of Communications
Journal Tower North
300 Slater Street
Ottawa, Ontario
K1A 0C8

There are smaller libraries at each of the five regional offices:

Atlantic Regional Office
Terminal Plaza Bldg.
1222 Main Street
Moncton, N.B.

Quebec Regional Office
2085 Union Avenue
Montreal, P.Q.

Ontario Regional Office
55 St. Clair Avenue E.
Toronto, Ontario

Central Regional Office
200 - 386 Broadway
Winnipeg, Manitoba

Pacific Regional Office
300 - 325 Granville
Vancouver, British Columbia

General Information Services

Requests for news releases, speeches and general information on departmental policies, programs and activities, including publications - annual reports, etc., should be directed to:

The Director of Information Services
Department of Communications

Journal Tower North
300 Slater Street
Ottawa, Ontario
K1A 0C8

Policy Sector

The Sector is responsible for the formulation and recommendation of all telecommunication policies, the recommendation of related legislation for consideration by the government and Parliament, and for the co-ordination of federal-provincial and international relations in the fields of telecommunications and culture. The Sector also incorporates the Department's Information Services and Legal Services directorates.

The specific functions of the constituent Branches are set out below:

Broadcasting and Social Policy Branch

The Branch is responsible for the formulation and recommendation of policies and programs with respect to the social, non-technical aspects of telecommunications. This includes policy initiatives in the development and introduction of new services such as Pay-TV or fire and burglar alarms; the extension of broadcasting services to rural or remote communities or to under-served Canadians, such as the handicapped and native populations; television and radio program production; and institutional relationships within the broadcasting industry, such as ownership, cable status and others. The Branch also studies and makes recommendations on the possible socio-cultural impact of new communications technology such as Videotex, microprocessors and computer communications. In addition, the Branch monitors and advises the Minister on the broadcasting decisions of the CRTC.

National Telecommunications Branch

This Branch is responsible for the formulation and recommendation of policies and programs on telecommunications manufacturing and carriage. This includes policy initiatives for institutional, corporate and intercorporate structures and relationships (Bell Canada - Northern Telecom vertical integration, terminal attachment, content-carriage separation); the optimal development of carrier networks (integration of satellite and terrestrial networks); allocation and use of the radio frequency spectrum; and extension of telecommunications services to sparsely populated areas of Canada. The Branch also develops and makes recommendations on an industrial strategy to foster the development of key sectors of the telecommunications industry, provides the Foreign Investment Review Agency (FIRA) with assessments of the implications of foreign investment in the telecommunications industry, and monitors and analyzes the general management performance and planning activities of corporations having a federal government investment (Teleglobe, Telesat, CN-CP Telecommunications).

Communications Economics Branch

The Branch is responsible for provision of advice on the economic aspects of telecommunications activities, financial and economic analysis of all sectors of telecommunications (broadcasting, carriage and manufacturing), and provision of economic and statistical support services to all DOC programs. This includes economic analysis of the demand for new services, and policy recommendations based on

assessment of the viability of new services and their economic impact; development of a conceptual framework for the assessment of the likely economic effects of new information technologies, such as transborder data flows between Canada and the U.S.; development of economic criteria and regulatory guidelines for corporate relationships and estimates of their impact on industrial development; and economic analysis of the demand for telecommunications services in rural and remote areas.

International Relations Branch

The Branch is responsible for the promotion and protection of Canadian telecommunications and cultural interests internationally, and for ensuring that significant international developments are taken into account in domestic telecommunications and cultural policy formulation. This includes preparation of Canadian proposals and negotiating strategies in consultation with the private sector and provinces, for presentation to such organizations as the International Telecommunications Union, to ensure that future Canadian requirements are achievable within established international conventions; support to the international promotion of space marketing activities of Canadian industry; participation in international space communications activities such as INTELSAT and the European Space Agency (ESA); and spectrum co-ordination with the U.S. in border areas.

Federal-Provincial Relations and Policy Co-ordination Branch

This Branch is responsible for ensuring that provincial interests, policies and programs are taken into account in federal policy formulation; securing provincial co-operation in the implementation of federal policies and programs; and developing and maintaining effective federal-provincial policies, including appropriate mechanisms for co-operation. The Branch also provides internal management support services to the Senior Assistant Deputy Minister (Policy) and Directors General in the Sector.

Information Services Directorate

The Directorate is responsible for communicating departmental policies, programs, and activities to both general and special publics by means of information planning, media relations activities, media monitoring, publications (including the Department's annual report), brochures, descriptive articles, reports and studies, technical and scientific documents, exhibits, audio-visual and film presentations, and media analysis.

Legal Services Directorate

This Directorate is responsible for providing advice to the Department on legal aspects of major policy activities relating to Canadian telecommunications systems and cultural activities, including the drafting of legislation.

Classes of Records

DOC-10

Broadcasting and Social Policy

Description: Information on social policies and programs in the telecommunications and broadcasting fields, and the social and cultural aspects of all telecommunications policies. *Topics:* Extension of services policy; regulatory affairs; social and new services policy; and broadcasting policy.

DOC-20

Telecommunications Economics

Description: Information on economic aspects of major policy activities related to Canadian telecommunications, and the provision of economic and statistical services in support of departmental development of telecommunications; policies. *Topics:* Broadcasting and cable television: Canadian Transport Commission - Correspondence and administration, cost separation studies, history of the Canadian telegraph industry, CN-CP rate applications, CRTC procedures, and Canadian Business Telecommunication Surveys; spectrum policy; statistics; Communications Computer - Working Group on industry development, standards, social aspects, protection of software, future services, Canuet program, EDP decentralization policy, government procurement policy, Swift Network, industry studies; Communications Satellite; Communications Interconnection.

DOC-30

Federal-Provincial Relations

Description: Information on relations between the Department of Communications and the provincial departments responsible for communications. *Topics:* Legal matters - court decisions and cases; constitutional matters - Minister's Study - A New Division in the Powers of Communications; past referendum; legislation - federal and provincial acts (lists), federal bills and future legislation; broadcasting - CATV, CBC, CRTC, PAY-TV; carriers - CN-CP, Teleglobe, Bell, TCTS (Trans Canada Telephone System), Telesat, CRTC Telecommunications Regulations; research - Communications Research Centre (CRC), ANIK-A, teleconferencing, Ultra High Frequencies (UHF).

DOC-40

International Telecommunications

Description: Information on Canadian policy on international telecommunications. *Topics:* Science and Technology Mission; Commonwealth affairs; cultural affairs; industrial support - space communications; Commonwealth Telecommunications Organization; North Atlantic Treaty Organization (NATO); International Telecommunications Union (ITU); International Maritime Satellite Organization (INMARSAT); United Nations - Committee on Peaceful Uses of Outer Space, General Assembly, Economic Commission for Europe, Interdepartmental Committee on the Specialized Agencies, and United Nations Educational, Scientific and Cultural Organization (UNESCO); Teleglobe - acts and legislation, interchange agreements, Telex switching system, rates and tariffs, telephone telegraph and cables; Organization of Economic Co-operation and Development (OECD).

DOC-50

National Telecommunications

Description: Information on national telecommunications policies, industry structures and network development. *Topics:* Legislation; industrial strategy; financial and regulatory matters; industrial resources - transborder data flow; industry services; industry structure; network development; northern communications; spectrum utilization policy.

DOC-60

Information Services

Description: Information on the planning, managing and implementation of information programs, and communications between the Minister of Communications and the public. *Topics:* Articles and publications; exhibits, fairs and exhibitions; motion pictures and videotapes; photographs and slides; posters; press clippings and news releases; satellites; speeches and studies; audio-visual library. Storage Media: Files, slides, photos, films, video-cassettes.

Space Sector

This Sector is responsible for planning, development, co-ordination and implementation of policies and programs to meet Canada's needs in the field of space telecommunications; and development and co-ordination of plans and procedures to provide for optimum participation by Canadian industry in the design, development and construction of Canadian satellite systems.

Space applications activities are carried out within three Branches: Space Technology and Applications at the Communications Research Centre (CRC), Shirley's Bay, Ottawa; Space Programs and Industry Development; and Space Communications Planning. Their responsibilities are outlined below.

Space Communications Planning Branch

This Branch is responsible for long-range operational and strategic plans to meet Canadian requirements for satellite communications services by establishing needs, evaluating technology, managing applications studies, modelling alternatives and carrying out cost-benefit analyses. This includes the development of policies and plans for the allocation of spectrum and orbit positions to the space communications services. The Branch also provides management control support services to the Assistant Deputy Minister, Space, and the Director General.

Space Technology and Applications Branch

The Branch plans and carries out research and development on space component devices and sub-systems to ensure the availability of technology on domestic missions. It operates and maintains the Control Laboratory, the Analysis and Simulation Laboratory, the High Reliability Laboratory, and the Microelectronics facility to support Canadian industry involved in space projects. In addition, the Branch maintains and operates a satellite ground control centre at CRC and the project office for the Anik-B Communications program. The Branch is also responsible for the transfer of space technology to Canadian industry.

Space Programs and Industry Development Branch

The Branch is responsible for managing the implementation phases of major European Space Agency (ESA) programs, including the definition phase of the Mobile Satellite (MSAT), and the design, building and operations phases of the Large Satellite (L-SAT). The Branch maintains liaison with the Canadian Space industry and assists in its development of industrial capability for space systems to serve both the domestic and export markets. The David Florida Laboratory for the integration and testing of satellites is maintained and operated at CRC in support of Canadian industry and other government departments and agencies.

Classes of Records

DOC-70

Space Program and Industrial Development

Description: Information on the development and implementation of space policies and programs which support departmental objectives. *Topics:* Program planning; industrial development; database of information - Satellite Northern Programs, Northern Programs; industrial

development; applications; technology development; requested proposals; communication satellite. *Storage Medium:* View graphs.

DOC-80

Space Communications Program

Description: Information on Canadian experimental satellites and satellite communications experiments. *Topics:* Satellites and research - Telesat, future space programs, Symphonie, Radarsat, Australian Domsat, direct broadcast satellite planning, spectrum orbit and utilization studies; ANIK-B Satellite - spacecraft, communication systems, pilot programs, proposals; spacecraft ground control - satellite communications (ISIS Satellite), contacts with Canadian agencies, engineering projects, operations; Hermes Communications Tech. Satellite (CTS) - experiments and reports, schedules, spacecraft experiments operations, spacecraft operations, technical, terminals.

DOC-90

Space Electronics

Description: Information on the carrying out of research and development on components and devices for space communications systems in the areas of microwave, UHF, digital technology and reliability systems. *Topics:* Spacecraft transponders; antennas (contracts); earth terminals; device and component development; device and material reliability; spacecraft power systems and batteries.

DOC-100

Space Systems

Description: Information on the research and development of communications and other space systems and sub-systems. *Topics:* Space Satellite Communications Research - Military Communications Technology (MILCOMTECH); Search and Rescue Satellite (SARSAT); Multiple Access Satellite Communications Project; Multipurpose UHF Satellite (MUSAT); Low-Cost Satellite Telephony Terminals; Mobile Satellite (MOBSAT); public mobile satellite communications; Large Satellite (L-SAT); Time Division Multiple Access (TDMA) Management; Time Division Multiple Access (TDMA), ANIK-B Pilot Project; space-based radar; Search and Rescue Satellite (SARSAT) Collaborative Experimental Project; co-operation and Liaison - International (SARSAT).

DOC-110

Space Mechanics

Description: The specification of spacecraft performance requirements, designs and development of vertical spacecraft systems. *Topics:* Satellite Altitude Control; Stationary High Altitude Platform (Project Sharp); electronics; space vehicles; applied mechanics; control systems; Analysis and Simulation Laboratory; space research - satellite, broadcasting, Large Satellite (L-SAT); Remote Manipulator System.

DOC-120

David Florida Laboratory

Description: Information on facility for integration and environmental testing of aerospace components and communications satellites. *Topics:* Facilities - certification, electronic support, electrical support, data processing system, radio frequency test, horizontal axis measurement system, spacecraft assembly, system test equipment, spin machines, thermal vacuum systems, vibration unit; integration and tests; satellite testing - Saudi Arabian Satellite, ANIK-C, ANIK-D, Australian Domestic Satellite, Brazilian Domestic Satellite, Large Satellite (L-SAT), military satellite, mobile satellite, search and rescue satellite.

Research Sector

The Sector is responsible for the planning, development and management of the federal government's communications research and development (R&D) program, which includes work performed for industry and other government departments. It is also responsible for policy formulation and the conduct of a comprehensive, multidisciplinary R&D program designed to foster the development and introduction of new communication systems and services for Canadians and to extend the related industrial infrastructure. The functions of the Sector's four constituent Branches are outlined below.

Information Technology R & D Branch

Through its research and development work and through the transfer of technology to industry, the Branch assists the development of new radio communication services and furthers the ability of Canadian industry to provide radio system products. In addition, it conducts a program of research aimed at promoting the orderly development of communications networks and services in Canada, contributing towards national and international standards, and providing the technical information for the development of federal policies in the area of networks and services. It also initiates new activities into computer hardware and software for image-based, interpersonal communications, including future enhancements to existing public access information such as Telidon.

Radar and Communications Technology Branch

The Branch is responsible for the departmental R&D program in co-operation with Canadian industry and universities in the areas of radio-propagation, radio communications, fibre optics technology, electro-optical technology, radio and remote sensing technology, and systems for military and civil applications.

The Branch is responsible for the programs outlined below.

- The Optical Communications Program is responsible mainly for conducting applied research in fibre optics, opto-electronics and photonics, transferring new technology to industry, fostering the growth of an indigenous fibre optics industry, developing national and international fibre optic standards, supporting fibre optics related research in university and supporting National Defence requirements for fibre optics technology.
- Military Communications Systems Development performs R&D for defence purposes. Its work includes development of modulation and coding techniques, anti-jam antenna systems, secure network protocols, high-speed signal processing, and data security systems.
- The Radio Communications Directorate is responsible for the departmental R&D program (in co-operation with Canadian industry and universities) on radio communications technology, and the performance of radio communications equipment in its operating environment (signal and noise environment, electromagnetic compatibility, and limitations that the propagation channel imposes on communications) for military and civil applications.
- The Radio Propagation Laboratory is responsible for a research program on the transmission of radio waves in the Very Low Frequency (VLF) through Extra High Frequency (EHF) bands, with a view to improving the design and management of analog and

digital communication systems. The work is carried out partly in-house, partly under contracts with universities and industry, and partly through co-operative projects with the common carriers.

- The Radar Research Laboratory is responsible for R&D on behalf of other departments. Most of the work is in support of ND. Activities include work on the development of radar systems in Canadian industry to meet operational requirements, studies and field measurements to assist in assessments of radar performance and in defining new requirements, consultation and assistance in connection with major radar procurement programs and international collaboration on radar R&D. All applications of radar are considered.

Research Policy and Planning Branch

The Branch is responsible for the planning, co-ordination, policy formulation, development and review of the research program. These functions include the co-ordination of the Communications Research Advisory Board and the Canadian Videotex Consultative Committee in order to provide advice and direction on current research programs and the options available in R&D.

The Branch is responsible for the overall management of the programs described below.

- The University Research Program develops centres of expertise in Canadian universities in support of the Department's mandate in communications.
- The Program for Industry/Laboratory Projects (PILP) assists in the transfer of technology from CRC Laboratories to Canadian industry (also see National Research Council, NRC-1370).
- The Defence Program is responsible for the overall co-ordination and liaison with ND for the departmental defence projects and support services.
- The Office Communications Systems (OCS) is an industry-oriented R&D program which focuses on the formulation and implementation of policies, initiatives and projects related to the office communications industry.

Information Applications Management Branch

The Branch is responsible for the promotion of Telidon technology and the extension of Telidon services. This work is carried out through the Divisions described below.

Application Division

The Division is responsible for the promotion of Telidon technology and standards, nationally and internationally, through demonstrations, presentations to standards-setting bodies, and through liaison with agencies and individuals in both the private and public sectors. The Industry Investment Stimulation Program within the Division shares purchases of hardware with business organizations, crown corporations, non-profit associations and educational institutions whose proposals for use of the technology meet approved criteria.

Behavioural Research and Evaluation Division

The Division conducts a program of research, both in-house and on contract, to address behavioural issues arising from new technical

developments in communications such as Telidon and Office Communications Systems. These studies concern terminal and system design to match user requirements. The Division also plans and conducts evaluation of field trials of systems such as Telidon and reviews potential socio-technical issues, such as privacy or isolation, that may be of concern as a result of technical developments.

Project IRIS Division

The Division is responsible for the DOC part of a large project with the Canadian Broadcasting Corporation (CBC) which involves a Telidon broadcast trial to 1400 homes in Montreal, Toronto and Calgary for purposes of evaluation and preparation for an operational service in 1984.

Database Development Division

The Division is responsible for the creation and maintenance of a Telidon database in English and French and management of the database facility. It establishes policies and criteria for structure and content of the database, and for evaluating the results of content R&D. The Division supports the requirements for demonstration pages of the field trials, Behavioural Research and Evaluation, Applications Division, Public Initiatives and other groups within DOC. The Public Initiatives Program within the Division is concerned with the Cabinet-designated special groups (Inuit, native peoples, consumers, the handicapped and women). Assistance will be given to these groups to enable them to develop Telidon databases tailored to their special needs.

Trials Division

The Division is responsible for initiation, planning, implementation and technical evaluation of trials; liaison and assistance to trial operators; procurement, testing, installation and maintenance of equipment contributed by DOC for trials and demonstrations; the compatibility of different trial equipment and systems; and for nationwide networking and gateway access of various trial systems. More than twenty Telidon trials and commercial services are operating in Canada and elsewhere at present.

Classes of Records

DOC-130

Research Policy and Planning

Description: Information on the planning of the communications research program and the development of policies to govern Canadian research in communications. *Topics:* Present status of communications; planning; technology; programs - fibre optics, Industrial Development, military, radar, radio; Office Communications Systems.

DOC-140

Informatics Applications Management

Description: Information on the promotion of Telidon technology and the extension of Telidon services. *Topics:* Co-operation and Liaison - companies, Federal-Provincial, internal, international, USA; behavioural research; Telidon Program - Videotex; Telidon demonstrations, exhibitions and symposia; Telidon evaluations, studies and surveys; field trials; Information Provider System; research and development; technical specifications; standards; legal issues.

DOC-150

Information Technology Research and Development

Description: Research into computer hardware and software tools, including Telidon, research to promote the development of communications networks and services, and new radio communications services

in Canada. *Topics:* Telidon; networks research and standards - development programs, Office Communication Systems, Integrated Services Network, rural communications, computer communications, local area networks, Telidon network architecture, fibre optics transmission systems and field trials, broadband systems, standards, research contracts; radio systems R&D - mobile radio data systems, integrated remote communications, communication system techniques.

DOC-160

Radar Research

Description: Radar R&D on behalf of other government departments. Activities include development of radar systems by Canadian industry to meet operational requirements, studies and field measurements to assist in assessments of radar performance and in defining new requirements, consultation and assistance on major radar procurement programs, and international collaboration on radar R&D. *Topics:* Special radar projects - Radarsat; special radar tasks - consultation and assistance (ND), Joint US-Canada Air Defence Study (JUSCADS), Low-Angle Clutter Measurements (MIT-Lincoln Labs); R&D for NORAD radar systems - space based radar; radar data processing; adaptive radar research - experimental program, contract progress meetings; surface radar projects - maritime automatic detection and tracking, maritime low-angle tracking, sampled aperture technology; Airborne Radar Projects - signal processing, clutter studies, Multimode Radar Study; North Atlantic Treaty Organization (NATO); NATO Defence Research Group.

DOC-170

Radio Propagation

Description: A research program designed to provide information on the transmission of radio waves in the very low frequency (VLF) through the extra high frequency (EHF) bands and to improve the design and management of analog and digital communication systems. *Topics:* Microwave propagation - space, terrestrial; Sub-12HZ propagation - international commitments, ISIS A and B Satellites (International Satellite for Ionospheric Research), shuttle, propagation studies, VHF-UHF experiments, propagation modelling.

DOC-180

Radio Communications

Description: R&D in the areas of radio communications technology, and the performance of radio communications equipment in its operating environment for military and civil applications. *Topics:* Radio communications technology - radio frequency environment, radio systems techniques; Radio Communications Surveillance - high-frequency radio findings, military communications, Over-the-Horizon Radar Study.

DOC-190

Optical Communications

Description: Information on applied research in fibre optics, optoelectronics and photonics; transfer of new technology to industry; fostering of an indigenous fibre optics industry; national and international fibre optic standards; fibre optics-related research in university; military requirements for fibre optics technology. *Topics:* Research; field trials; military programs; reports on high data rate fibre optics communications; industry contracts; fibre optics standards.

DOC-200 Military Communications Research and Development

Description: Information on military communications systems development and R&D for defence purposes - modulation and coding techniques, anti-jam antenna systems, secure network protocols, high-speed signal processing and data security systems. *Topics:* Communications systems; facilities - EDP systems, experimental communications equipment, on-site contract, Military Communications Test

BEDS, channel simulator, temporary sites, technical support; Systems Development - naval, strategic, land tactical (Army Systems); communications techniques - modulation and coding (signalling), antenna systems, secure information processing, spectrum management techniques.

Spectrum Management and Government

Telecommunications Sector

The Sector is responsible for the provision of an effective service to present and future users of the radio frequency spectrum, orderly growth of telecommunications facilities, provision of economic telecommunications facilities and services to government departments and agencies, and delivery of all departmental programs throughout the country.

The major components of the Sector are set out below.

The Telecommunications Regulatory Service

The Service is responsible for providing the overall framework of policies, standards, practices and procedures for the management of the radio spectrum, performing centralized regulatory functions, and directing the standardization, certification and type-approval of customer-supplied terminal equipment.

The Government Telecommunications Agency

This agency is responsible for planning, establishing and managing telecommunication facilities and services on a government-wide basis.

The Regional Organization

The Organization consists of five Regional Offices and 48 District and Sub-offices. They are responsible for performing regulatory spectrum management functions, managing government telecommunications services for regional client departments, and representing the Department's programs outside the National Capital Region.

Programs administered by the Sector are described below.

- The Spectrum Management Program provides service to the users of the radio frequency spectrum by allocating radio spectra to different categories of users, setting technical standards for radio equipment and systems, providing technical support to the CRTC, co-ordinating frequency planning and assignment with the United States and other countries, setting standards for spectrum pollution control, analyzing and evaluating technical submissions for the use of the radio spectrum, issuing, renewing and amending radio station licences, collecting license fees, issuing radio operator certificates, monitoring and inspecting radio stations, investigating interference complaints, and initiating legal proceedings against offenders.
- The Terminal Attachment Program ensures the orderly introduction of customer-owned telecommunications terminal equipment which is to be connected to the networks of the telecommunications carriers, develops nationally applicable technical standards for terminal attachments, certifies equipment to these standards, and lends technical support to the CRTC to resolve associated technical disputes.

- The Government Telecommunications Program provides telecommunications facilities and services to government departments and agencies by leasing such facilities and services from commercial carriers at bulk rates. The cost of providing these services is recoverable from user departments and agencies.

Manuals

- Policy Manual PM-1 radio licensing policy - licencing of various Canadian radio services
- Radio Inspector's Manual RIM-1 - General; RIM-1-1 - Consolidation of legislation and regulations on telecommunications; RIM-2 - Licensing procedures; RIM-3 - Inspection - Aeronautical, Maritime, Land Stations, Interference; RIM-4 - Certificates - Examinations; RIM-7 - Prosecutions

EDP Systems

- Encanal 1.2
- Northern Community Profiles
- GTA-Line Load Control
- Word Processing Usage Report
- STMIS
- Financial Reporting System
- VHF-UHF Database

Classes of Records

DOC-210

Telecommunications Regulatory Services

Description: Information on the administration and enforcement of the Radio Act and regulations; development and application of licensing and certification procedures and regulations, and technical standards for radio equipment and systems; development and implementation of radio frequency plans and frequency assignment criteria; technical certification for the granting of broadcasting licenses by the Canadian Radio-Television and Telecommunications Commission. *Topics:* Call signs; equipment type approval; technical methods and practices; standards and practices; regulations; development and engineering; spectrum management - sub-systems, assignment and licensing sub-systems, research, special projects, pilot projects, spectrum surveillance system, computer services, computer services - data management, Integrated Licensing System, Licensing Bank; Broadcasting and Television Engineering Program - General Radio Service; unidentified flying objects (UFO's); interference - complaints and suppressions - interference; Certificates - Radio Operator Certificate Records; radio license and inspections - Radio Station Licensing File; prosecutions - illegal radio installations; radar; radio stations; frequencies - co-ordination, amateur, broadcasting, experimental, private and public commercial, radio telephone, ships, television, Domestic Frequency List; detection - High Frequency Direction Finding (HFDF), potential of OTH (over the horizon) far detection and tracking of aircraft at high altitudes. *Retrievability:* Files are arranged by subject, name of individual and company.

DOC-220

Government Telecommunications Agency

Description: Information on the planning, establishment and management of telecommunications facilities and services for federal departments and agencies. *Topics:* Systems - data, dedicated, voice, shared, intercity network consolidation, teleconferencing; co-ordination - guidelines and standards, interdepartmental co-ordination, telecommunications projects; development and engineering projects - research, policy and planning. *Storage Medium:* Microfiche.

Arts and Culture Sector

The objective of the Sector is to identify, formulate and develop government policies and programs that will stimulate the creation, production, distribution, consumption and conservation of Canadian culture in order to promote an awareness of Canadian culture and a sense of national identity.

The activities of the Sector fall into four broad categories:

- research and development and implementation, in collaboration with the federal cultural agencies, other federal departments, other governments, voluntary and private sector organizations, of policies, legislation and programs that will encourage artistic and cultural growth;
- recommendations on the optimum allocation of resources to and among the arts and culture programs of the federal government;
- support for greater inter-agency, inter-governmental and public-private policy and program co-operation and co-ordination in support of cultural and other national objectives; and
- support or management of such artistic and cultural programs (outside those of the federal cultural agencies) as the government may determine from time to time in special circumstances.

Arts and Culture activities are carried out within two Branches: Cultural Affairs, which is responsible for copyright, cultural industries, performing and visual arts, museums, and heritage; and Planning and Co-ordination, which is responsible for research and statistics, movable cultural property, analysis and co-ordination, planning, management information, and corporate services.

The programs administered by the Arts and Culture Sector are described below.

Canadian Book Publishing Development Program (CBPDP)

This program addresses the correction of identified weaknesses in the Canadian-owned and controlled sectors of the book publishing industry, in both linguistic markets. The CBPDP offers financial assistance to book publishers under the following components:

- Sales and Marketing Assistance,
- Canadian Textbook and Related Materials Assistance,
- Company Analysis and Implementation Assistance,
- Project Research and Implementation Assistance,
- Foreign Rights Marketing Assistance,
- Professional Development Assistance,

- Research and Documentation Assistance, and

- Aid to Export.

The Canadian Film Certification Program

Under this program, investors in certified Canadian films and videotapes (both short and feature length) may deduct 100% of their investment from their taxable income. Certificates for films and videotapes are issued by the Department upon satisfactory completion, by the producer, of the appropriate application form.

Special Program of Cultural Initiatives

This program, established in 1980 to respond to some of the pressing concerns of the cultural community by assisting professional arts and cultural organizations to overcome current operational and capital difficulties, is authorized to the end of the 1982-83 fiscal year. The funds allocated to the program represent half the revenue accruing to the federal government under the federal-provincial agreement on lotteries.

Promotion of Canadian Films and Videotapes

The objective of this program is to promote and increase access to Canadian films and videotapes on the part of Canadian and foreign festivals and market audiences. The program accomplishes this by:

- administering a program of grants to Canadian film and videotape festivals,
- promoting Canadian films abroad through selecting Canadian entries for foreign film festivals, and
- providing support to programs and projects designed to help promote and distribute quality Canadian films and videotapes in Canada and throughout the world.

Administration of the Cultural Property Export and Import Act

The purpose of the Cultural Property Export and Import Act is to preserve, in Canada, the best examples of our heritage in movable cultural property. This is accomplished by:

- certification for tax purposes, of objects which are donated or sold to designated institutions by the Canadian Cultural Property Export Review Board.
- implementation of an export control system, and
- provision of grants, to designated institutions to repatriate cultural objects or purchase them when export permits have been refused.

The Act also enables Canada to be a signatory to the 1970 UNESCO Convention on the illicit import, export and transfer of ownership of cultural property.

Assistance to National Service Organizations

The Department provides sustaining funds, on an exceptional basis, to selected national service organizations which contribute to arts and culture in Canada.

Postal Subsidy Program

The Minister of Communications is responsible for the development and recommendation of rate and classification policy as it applies to preferential rate categories, namely second-class publications (newspapers and periodicals), library books and books mailed by publishers, retailers, etc. The main thrust of the preferential rates program is to facilitate the access of Canadians to Canadian published material. The Department compensates the Canada Post Corporation for losses related to the awarding of preferential postal rates.

Classes of Records

DOC-230

Arts and Culture

Description: Information on the development of artistic and cultural

policies, the promotion of co-operation between the federal cultural agencies, the establishment of policies for subsidies to the arts and strategies to deregulate and decentralize all aspects of Canadian culture, including promotion and financial planning. *Topics:* Arts - Canadian Theatre Centre, federal-provincial agreements, National Arts Centre, performing arts, taxation and the arts, visual arts; broadcasting - CRTC, CBC plans and programs, communications satellites, regulations, technology, television; films - commercial organizations, foreign film industries, non-profit associations; heritage - historical resources, libraries, museums, Parks Canada, Public Archives of Canada; record industry - commercial organization, non-commercial associations; cultural affairs - federal and provincial, research and statistics, Task Force on Federal Cultural Policy, cultural initiatives; publishing - book industry development, federal and provincial consultation, International Book Fair, Foreign Investment Review Act (FIRA); research and statistics.

Background

The Department of Consumer and Corporate Affairs Canada was created in 1967 to bring together in one department as much as was practical of federal law governing and regulating the marketplace.

Its legislation and policies are designed to stimulate efficiency and productivity among suppliers of goods and services and to promote fair economic treatment in commercial transactions for all concerned.

The Department is organized into four Bureaus: Consumer Affairs, Competition Policy, Policy Co-ordination and Corporate Affairs. The work of the Bureaus is supported by three service branches and field staff in the Atlantic, Quebec, Ontario, Prairie and Pacific Regions. The Department is also responsible for the administration of the Metric Conversion Program and the UFFI Assistance Program.

The Deputy Minister, who is also the Deputy Registrar General of Canada, is supported by the Finance and Administration Directorate, the Personnel Branch and the Department Secretariat.

Laws and Regulations

The Department administers and has specific responsibilities for the legislation listed below.

- An Act Respecting the Use of the Expression "Parliament Hill"
- Bankruptcy Act and Regulations
- Bills of Exchange Act
- Boards of Trade Act
- Canada Agriculture Products Standards Act and Regulations - enforcement of regulations related to the products at the retail level
- Canada Business Corporations Act
- Canada Co-operative Associations Act
- Canada Corporations Act
- Canada Dairy Products Act and Regulations
- Combines Investigation Act and Restrictive Trade Practices Commission Rules
- Companies' Creditors Arrangement Act
- Department of Consumer and Corporate Affairs Act
- Consumer Packaging and Labelling Act and Regulations
- Copyright Act and Regulations
- Corporations and Labour Unions Returns Act (CALURA) and Regulations
- Electricity Inspection Act and Regulations
- Farmers' Creditors Arrangement Act, Rules and Regulations
- Fish Inspection Act and Regulations - fish inspections in retail trade
- Food and Drugs Act and Regulations - enforcement regulations

respecting deception; health and safety aspects of food administered by Health and Welfare Canada

- Gas Inspection Act and Regulations
- Government Companies Operation Act and Regulations
- Hazardous Products Act
- Hudson's Bay Company Act
- Industrial Design Act and Rules
- Maple Products Industry Act
- Milk Test Act and Regulations
- National Trade Mark and True Labelling Act and Regulations
- Patent Act and Rules
- Pawnbrokers Act
- Pension Fund Societies Act
- Precious Metals Marking Act and Regulations
- Public Documents Act
- Public Officers Act and Regulations
- Public Servant Inventions Act and Regulations
- Seals Act and Regulations
- Shipping Conferences Exemption Act, 1979
- Tax Rebate Discounting Act
- Textile Labelling Act and Regulations
- Timber Marking Act and Rules
- Trade Marks Act and Regulations
- Trade Unions Act and Regulations
- Urea Formaldehyde Insulation Act (not proclaimed as of August 31, 1982)
- Weights and Measures Act and Regulations
- Winding-Up Act

Overall Responsibilities

Bureau of Consumer Affairs

The Bureau promotes and protects the consumer interest in the marketplace, thus contributing to the viability and integrity of the market economy.

The legislation it administers includes the Hazardous Products Act, the Consumer Packaging and Labelling Act, the Textile Labelling Act, the National Trade Mark and True Labelling Act, the Tax Rebate Discounting Act, the Weights and Measures Act, the Electricity Inspection Act and the Gas Inspection Act. Compliance with the

Consumer and Corporate Affairs

legislation is sought by means of trader information, inspection, persuasion and, ultimately, prosecution.

The Bureau is responsible for enforcing, at all levels of trade, legislation respecting manufactured foods; and, at the retail level only, legislation respecting agricultural food products.

The Bureau also promotes and protects the consumer interest through consumer information, advocacy within government and with industry, and by financial and technical support of consumer groups.

The Bureau is organized into five Headquarters Branches: Consumer Products, Consumer Services, Legal Metrology, Product Safety and Management Services; and five Regional Directorates: Atlantic (Halifax), Quebec (Montreal), Ontario (Toronto), Prairie (Winnipeg) and Pacific (Vancouver). Services are available through a total of 58 geographic locations in Canada. In general, the Branches are responsible for the development of policies and programs, while Regional Directorates are responsible for the adaptation and implementation of programs in their respective regions.

Bureau of Competition Policy

This Bureau administers the Combines Investigation Act, which is aimed at maintaining a competitive market system with a view to increasing efficiency in the economy and fairness in the marketplace. The Director of Investigation and Research has authority under the Act to conduct inquiries with respect to criminal offences relating to conspiracies, mergers, monopolies, predatory pricing, price discrimination, disproportionate promotional allowances, price maintenance, as well as misleading advertising and other deceptive marketing practices. If these inquiries disclose evidence of an offence, it is referred to the Attorney General of Canada for possible legal action. Investigation and Research also conducts inquiries on business practices subject to review under civil procedures such as refusal to deal, market restrictions, tied selling and exclusive dealing. Where findings warrant, an application to the Restrictive Trade Practices Commission for a remedial order is made.

Bureau of Policy Co-ordination

The Bureau is responsible for research and policy analysis activities as well as liaison with external organizations in the area of consumer and corporate affairs. The Bureau ensures the co-ordination of all communications and policy-related activities, and undertakes reviews of legislation administered by the Department. It has overall responsibility for evaluating and periodically auditing all departmental programs and co-ordinates planning activities at the corporate level. It is organized into three operational units reflecting its mandate: the Policy Research, Analysis and Liaison Directorate; the Communications Branch; and the Evaluation, Audit and Control Branch.

Bureau of Corporate Affairs

This Bureau seeks to provide a legal framework for the orderly conduct of business. It incorporates federal commercial and non-profit corporations, regulates bankruptcy proceedings for insolvent companies and individuals, and licenses and supervises trustees in bankruptcy. It also encourages invention, innovation and creativity in Canada through the granting of exclusive property rights for inventions (patents), trademarks, industrial designs and copyright of original literary, dramatic, musical and artistic works. Inventors and originators can thus control the copying of their creations, derive profit from them and make them known to all Canadians.

Metric Commission

Metric Commission Canada was established by Order in Council P.C. 1971-1146 of June 10, 1971 for the purpose of advising the Minister on plans for conversion to the metric system in Canada. The Commission consists of a committee which comprises not more than 20 Commissioners and a Chairman, who are Governor in Council appointees.

The Commission comprises five Directorates: Engineering Industries Plans, Industry and Services Plans, Planning and Monitoring, Information and Intergovernmental Co-ordination. To accomplish its tasks, the Commission has organized some 100 Sector Committees, each representing an industry or group of related interests, involving over 2,000 members from all sectors of the economy. These committees are charged with planning, scheduling, implementing and monitoring metric conversion in their respective sectors. Metric Commission Canada manages the activities of these committees by conducting studies and surveys, organizing meetings, providing planning and monitoring methodology, and collecting and distributing information as required. The staff also maintain liaison with Standards Organizations, federal and provincial government departments and agencies, and relevant organizations in the U.S.A. on metric conversion matters. In addition, the Commission staff help develop and implement sector public awareness campaigns and also disseminate general information on metric conversion.

The Assistance Program - Workers' Metric Tools is operated by the Commission, paying as contribution 50% of the cost of metric tools purchased by individual workers. The deadline for purchase of tools is March 31, 1984. Claims can be submitted until June 30, 1984.

UFFI Information and Co-ordination Centre

The Urea Formaldehyde Foam Insulation (UFFI) Information and Co-ordination Centre was created in June 1981 to administer the technical and financial assistance program for homeowners with UFFI. This program, announced on December 23, 1981 by the CCAC Minister, was established to co-ordinate the action of federal agencies and departments involved in this issue, namely, Health and Welfare Canada, National Research Council and Canada Mortgage and Housing Corporation; to provide technical advice and assistance to registered homeowners on necessary remedial measures; and to reimburse registered homeowners, up to an amount of \$5,000 for the costs incurred in the execution of the remedial measures, including total removal, and those homeowners who, as of August 4, 1982, had already proceeded with remedial measures, including total removal, or who were in the process of doing so.

The Urea Formaldehyde Insulation Act was passed by Parliament on August 4, 1982.

Office of the Registrar General

The Office is responsible for implementing major aspects of the federal government's conflict of interest policy. It also registers instruments and documents issued under the Great Seal of Canada, the Seal of the Registrar General of Canada and the Privy Seal of the Governor General.

Departmental Secretariat

The departmental Secretariat is responsible for facilitating, co-ordinating and controlling the quality of contents, deadlines and consistency between the Department's policies and those of the government with respect to written communications between the

Consumer and Corporate Affairs

Minister, Deputy Minister and the Department as well as communications between the Minister and Deputy Minister and government departments and agencies, the Privy Council Office, private associations and the general public.

The Secretariat has the responsibility for applying the legislation on access to information, the protection of privacy and the Canadian Human Rights Act, Part IV, within the Department. The Secretary is also responsible for the departmental Status of Women Plan of Action.

The general administration of finance, material and property, records and information systems, and library services is carried out by the Finance and Administration Directorate. The Personnel Branch is responsible for providing service to departmental managers for the personnel functions of human resource planning, organization and classification, staffing, training and development, staff relations, and pay and benefits.

Key Contacts

General Information

Pamphlets, brochures, handouts and guidebooks covering a wide variety of programs and services offered by Consumer and Corporate Affairs, may be obtained from:

Communication Services
Place du Portage, Phase I, 22nd floor
50 Victoria Street
Hull, P.Q.
K1A 0C9
Telephone: (819) 997-3223

or

Library
14th Floor
Place du Portage, Phase I
50 Victoria Street
Hull, P.Q.
K1A 0C9
Telephone: (819) 997-1632

This material is also available in all regional and district offices. A list of addresses is included.

Metric Commission

Information and publications such as pamphlets, brochures and handouts, on metric conversion may be obtained from:

Communication Services
Metric Commission Canada
255 Argyle Street, 3rd floor
Ottawa, Ontario
K1A 0C9
Telephone: (819) 992-7100

UFFI Information and Co-ordination Centre

Information such as eligibility, contents and application of the federal assistance program and material such as brochures, bulletins, information notes and all forms relative to the federal assistance program or the Urea Formaldehyde Insulation Act, may be obtained from:

Communication Services

UFFI Centre
Place du Centre, 4th floor
200 Promenade du Portage
Hull, P.Q.
K1A 0C9
Telephone: (819) 994-2956

Specific Programs and Services

Inquiries on specific programs and services should be addressed to the Bureau responsible for their application.

Headquarters

Consumer and Corporate Affairs Canada
Place du Portage, Phase I
50 Victoria Street
Hull, P.Q.
K1A 0C9

Metric Commission
255 Argyle Street
Ottawa, Ontario
K1A 0C9

Regional Offices

Atlantic Region

Consumer and Corporate Affairs Canada
Queen's Square
45 Alderney Drive, 17th floor
Dartmouth, N.S.
B2Y 2N6

Ontario Region

Consumer and Corporate Affairs Canada
Federal Building
4900 Yonge Street, 6th floor
Willowdale, Ontario
M2N 6B8

Quebec Region

Consumer and Corporate Affairs Canada
1100 - 1410 Stanley Street
Montreal, P.Q.
H3A 1P8

Prairie Region

Consumer and Corporate Affairs Canada
260 St. Mary Avenue
Winnipeg, Manitoba
R3C 0M6

Pacific Region

Consumer and Corporate Affairs Canada
700 West Georgia Street, 25th floor
P.O. Box 10059
Vancouver, B.C.
V7Y 1C9

Consumer and Corporate Affairs

District Offices

Atlantic Region

Consumer and Corporate Affairs Canada
Burnside Industrial Park
Windmill Place
1000 Windmill Road, Suite 1
Dartmouth, N.S.
B3B 1L7

Consumer and Corporate Affairs Canada
Federal Building, Room 245
Corner Dorchester and Charlotte Streets
Sydney, N.S.
B1P 5Z2

Consumer and Corporate Affairs Canada
Standards Building
295 Bayside Drive
Saint John, N.B.
E2J 1B1

Consumer and Corporate Affairs Canada
Federal Building
633 Queen Street, 2nd floor
Fredericton, N.B.
E3B 1C3

Consumer and Corporate Affairs Canada
Terminal Plaza
1222 Main Street, 3rd floor
Moncton, N.B.
E1C 1H6

Consumer and Corporate Affairs Canada
Dominion Building
97 Queen Street
3rd floor, Room 4
Charlottetown, P.E.I.
C1A 4A9

Quebec Region

Consumer and Corporate Affairs Canada
2025 Fullum Street
Montreal, P.Q.
H2K 3N5

Consumer and Corporate Affairs Canada
1335 King West, Office 402
Sherbrooke, P.Q.
J1J 2B8

Consumer and Corporate Affairs Canada
Galerie Syndicat Paquet
410 Charest Boulevard East
Quebec, P.Q.
G1K 3J1

Consumer and Corporate Affairs Canada
222 Des Forges Street, 2nd floor
Trois-Rivieres, P.Q.
G9A 2G8

Consumer and Corporate Affairs Canada
Quebec Area Office
940 Chabanel Street

Chicoutimi, P.Q.
G7H 5W2

Ontario Region

Consumer and Corporate Affairs Canada
25 St. Clair Avenue East, 7th floor
Toronto, Ontario
M4T 1M2

Consumer and Corporate Affairs Canada
1859 Leslie Street
Don Mills
Toronto, Ontario
M3B 2M1

Consumer and Corporate Affairs Canada
5075 Yonge Street, Suite 202
Toronto, Ontario
M2N 6C6

Consumer and Corporate Affairs
585 Wentworth Street North
Hamilton, Ontario
L8L 5X5

Consumer and Corporate Affairs Canada
Main Post Office
605 Dominion Public Building
10 John Street South
Hamilton, Ontario
L8N 3A2

Consumer and Corporate Affairs Canada
Union Gas Building
20 Hughson Street South, 3rd floor
Hamilton, Ontario
L8N 2A1

Consumer and Corporate Affairs Canada
781 Richmond Street
London, Ontario
N6A 3H4

Consumer and Corporate Affairs Canada
228 Dundas Street East
Belleville, Ontario
K8N 1E4

Consumer and Corporate Affairs Canada
240 Bank Street
Brunswick Building
Ottawa, Ontario
K2P 1X2

Prairie Region

Consumer and Corporate Affairs Canada
2212 Scarth Street
Regina, Saskatchewan
S4P 2J6

Consumer and Corporate Affairs Canada
3421 - Eighth Street East
Saskatoon, Saskatchewan
S7P 0W5

Consumer and Corporate Affairs Canada
2919 - Fifth Avenue, N.E.

Consumer and Corporate Affairs

Bag 60, Station J
Calgary, Alberta
T2A 4X4

Consumer and Corporate Affairs Canada
Oliver Building
10225 - 100th Avenue
Edmonton, Alberta
T5J 0A1

Pacific Region

Consumer and Corporate Affairs Canada
3625 Lougheed Highway
Vancouver, B.C.
V5M 2A6

Consumer and Corporate Affairs Canada
316 - 277 Winnipeg Street
Penticton, B.C.
V2A 5M2

Consumer and Corporate Affairs Canada
Federal Building
363 - 471 Queensway Avenue
Kelowna, B.C.
V1Y 6S5

Consumer and Corporate Affairs Canada
1230 Government Street, Room 401
Victoria, B.C.
V8W 1Y3

Consumer and Corporate Affairs
Permanent Tower
299 Victoria Street
7th floor, Suite 708
Prince George, B.C.
V2L 5B8

Major Publications

Reports and Studies

- Consumer Misleading and Unfair Trade Practices - Vol. 1 and 2
- Studies of Foreign Competition Policy and Trade Practices
 - Vol. 1 and 2
- Proposal for Class Action Under Competition Policy Legislation
- Proposals for New Competition Policy for Canada - Second Stage
- Copyright in Canada - Proposals
- Background Papers for the Bankruptcy and Insolvency Bill (1979): Economics of Scale and Efficiency in the Canadian Manufacturing Industry
- Use of Bid Depositories in the Construction Industry
- The Ophthalmic Products Industry in Canada
- Misleading Advertising Bulletins

Consumer Research Reports

- Electronic Funds Transfer Systems in Canada
- Task Force Report on Crash Protection for Infant and Child Passengers in Motor Vehicles
- Energy Research from a Consumer Perspective
- Consumer Satisfaction, Dissatisfaction and Complaining Behaviour
- An Economic Analysis of Consumer Redress Mechanisms
- Product Liability: Reflections on Legal Aspects of the Policy Issues
- Energy Consumption and Conservation Patterns in Canadian Households
- The Role of Home Energy Audits in Facilitating Residential Retrofits
- Consumers' Perceptions of Pre-purchase Shopping Problems and Solutions: Major Findings and Directions for Action
- Liability Rules and Insurance
- Interprovincial Product Liability Litigation
- Energy: Canadians' Attitudes and Reactions (1975-1980)
- Competition Policy Research Reports
- Plant Efficiency and Competition Policy in Canada
- Professional Licensing and Competition Policy
- The Administration and Enforcement of Competition Policy in Canada, 1960 to 1975
- Concentration in the Manufacturing Industries of Canada: Analysis of Post-War Changes
- Transport Costs and Their Implications for Price Competitiveness in Canadian Goods-Producing Industries
- Performance Under Regulations: The Canadian Intercity Bus Industry
- The Role of Marketing in the Concentration and Multinational Control of Manufacturing Industries
- The State of Competition in the Canadian Petroleum Industry (7 volumes) - available at \$70 per set through the Renouf Publishing Company Limited in Ottawa

Corporate Affairs Bureau Research Reports

- Copyright Obligations for Cable Television: Pros and Cons
- A Performing Right for Sound Recordings: An Analysis
- The Mechanical Reproduction of Musical Works in Canada
- An Economic Analysis of a Performer's Right
- Crown Copyright in Canada: A Legacy of Confusion
- Term of Copyright Protection in Canada: Present and Proposed

Consumer and Corporate Affairs

- Copyright, Competition and Canadian Culture: The Impact on Alternative Copyright Act Import Provisions on the Book Publishing and Sound Recording Industries
- The Impact of Reprography on Copyright System
- Ownership of Copyright in Canada
- Fair Dealing: The Need for Conceptual Clarity on the Road to Copyright Revision
- Audio and Video Home Taping: Impact on Copyright Payments

Access Procedures

All formal requests for access to information under the Access to Information Act should be addressed to:

Co-ordinator, Access to Information and Privacy
Consumer and Corporate Affairs Canada
Place du Portage, Phase I
23rd Floor, Zone 1
50 Victoria Street
Hull, P.Q.
K1A 0C9

Bureau of Consumer Affairs

Consumer Products Branch

The Branch administers Acts and regulations affecting packaging, labelling and quality composition of both food and non-food consumer goods; and Acts and regulations respecting the grading and sale of agricultural products on behalf of each of the provinces. The Branch is supported by field staff.

Manuals

- Food Policy Manual - provides official interpretations of the Consumer Packaging and Labelling Act and Regulations and the Food and Drugs Act and Regulations
- Procedures and Training Manual - provides official procedures for the administration of the Food and Drugs, and Consumer Packaging and Labelling Acts
- Retail Inspection and Training Manual - provides information to inspectors of retail food stores
- Meat Cuts Manual - provides information to inspectors on the administration of the Retail Meat Cut Nomenclature Program
- Textile Training and Reference Manual - provides a training and reference instrument on textile technology and programs
- Precious Metals Marking Procedures Manual - provides a work and reference instrument on manufacturing processes, inspection and testing procedures and technical terms
- Packaging and Labelling Manual - provides a work and reference instrument on net quantity determination, enforcement, legislation and interpretations

EDP System

- An information system to evaluate compliance of commercial establishments to the different consumer protection laws

Classes of Records

CCA-10

Energy Efficiency Program

Description: Information on planning, enforcement, research, correspondence and complaints, and inquiries concerning electrical products. *Topics:* Electrical product efficiency - legislation; committees; rulings enforcement; marketing; advertising.

CCA-20

Foods

Description: Information on the Retail Food Enforcement Program. *Topics:* Inspection agreements and reports; legislation; metrication; surveys and studies; technical and statistical information; advertising; liaison with associations; councils, companies, etc.; labelling and advertising approvals content and date marking packaging; pricing and coding; processed products; surveillance; prosecutions; reference material; complaints; inquiries on specific food products.

CCA-30

Products

Description: Information on statistical data, prosecutions, rulings, correspondence, regulations, sampling and testing, inspection, interpretations and rulings concerning non-food products. *Topics:* Commodity regulations; fur garment marking; surveillance and enforcement programs; precious metals marking and assays; economic data; liaison with companies; specific products.

CCA-40

Textile Labelling

Description: Information on regulations, interpretations and rulings, complaints and inquiries, correspondence, company registration, inspections, seizures and prosecutions, and sampling and testing of textile products. *Topics:* Textile labelling and legislation; liaison with Canadian General Standards Board; Canada Standards Size Program; Care Labelling Program; liaison with other departments, provinces, boards, councils, etc.; identification numbers; importation; Laboratory Compliance Program; surveillance and enforcement; surveys; testwork; upholstered and stuffed articles.

Consumer Research and Evaluation Branch

The Branch conducts programs of research and evaluation on the effectiveness of legislation and regulatory policies and carries out economic and legal research on programs affecting consumers such as consumer finance, product quality and liability for defective products, consumer decision-making and complaint behaviour, and consumer energy conservation. It also co-operates with senior officials of various governments as well as industry and consumer organizations to elicit consumer points of view.

Classes of Records

CCA-50

Consumer Research and Evaluation

Description: Information on briefing materials, planning for conferences, federal-provincial meetings, research and development, studies and surveys, and systems concerned with consumer research. *Topics:*

Consumer and Corporate Affairs

Conferences and meetings - non-government, international, government and federal-provincial; programs; surveys; studies and evaluation; management information systems.

CCA-60

Consumer Choice

Description: Information on review, assessment, consultation, policy and research, and media coverage. *Topics:* Consumer products information; information labelling; consumer information search; advertising; consumer representation on federal agencies; access to consumer information.

CCA-70

Legislation and Regulations

Description: Information on policy, research, consultations, studies, briefing materials, reports and studies, and media coverage of consumer legislation and regulations.

CCA-80

Market Structures

Description: Information on problem recognition and assessment, policy, studies, consultations research, and reports on marketing issues. *Topics:* Education; energy; environment; financial; food, health and welfare; housing; distribution systems; international trade; transportation.

CCA-90

Food and Economic Policy

Description: Information on agricultural, economic and industrial policies. *Topics:* Controls and post-controls - monetary economics, regulation, taxes, unemployment; Food - distribution, industry, nutrition, legislation policy, prices and indices, processing, weather; agricultural marketing; eggs and poultry; fish; fruits and vegetables; meat; retailing; wheat and grains; Industries - energy and fuels, metals, minerals, wood and wood products, textiles and clothing; prices, indices and surveys, research and studies; tariffs and trade; agreements; imports; multilateral trade.

Consumer Services Branch

The Branch monitors general trends, developments and emerging issues in the marketplace to identify and prevent or resolve problems which consumers cannot resolve themselves and handles consumer complaints and enquiries outside the scope of Bureau-administered legislation. It administers a funds program and other programs in support of consumer groups and the Tax Rebate Discounting Act. The Branch is supported by field staff.

Manual

- Support of Voluntary Organizations - procedures for receiving and assessing requests from consumer groups for financial support

Classes of Records

CCA-100

Advocacy and Policy Programs

Description: Information on regulations, reference material, enforcement issues, prosecution, issues and correspondence concerned with the consumer advocacy and representation programs, and review of regulatory reform.

CCA-110

Consumer Information Programs

Description: Correspondence, evaluations, reference material, complaints and inquiries, development and implementation of the various information programs. *Topics:* Binkly and Doinkel Program; Food Talk Program; Food Basics Program; Home Safe Home Program; Infotel Program; Metrication Program; New Parents Kit Program.

CCA-120

Consumer Help Offices

Description: Statistical data, evaluations and recommendations on the funding of Consumer Help Offices. *Retrievability:* Case files arranged by office location.

CCA-130

Enforcement Programs

Description: Complaints and inquiries, technical information, correspondence, provincial relations concerned with the enforcement of consumer interest acts. *Topics:* Tax rebate discounting; audits; investigations and prosecutions; reports and statistics; statements of discounting transactions. *Storage Medium:* A list of discounters is on magnetic disc or drum to monitor tax transactions for violations; also an EDP system.

CCA-140

Market Intelligence, Issues and Projects

Description: Complaints and inquiries, research and development, reference material, market monitoring, correspondence, and surveys and studies concerned with issues that are, or could be, of consumer interest. *Topics:* Motor vehicles; auto rust and anti-corrosion; financial; food; retail; direct mail marketing; services; telephone and communications; travel industry.

Legal Metrology Branch

The Branch administers national programs on weights and measures, electricity and gas inspection in order to ensure the provision of equity and accuracy of measurement in the marketplace while providing laboratory service and engineering support for these programs at Headquarters and in the field. It is also involved in the analysis of data and the planning of programs connected with metric conversion. The Branch is supported by field staff.

Manuals

- Departmental Instructions (Electricity) - provides methods and procedures of inspection
- Departmental Instructions (Gas) - provides methods and procedures of inspection
- Inspectors' Training Manual (Electricity and Gas) - provides a training tool of basic electrical theory and knowledge requirements for inspectors
- Inspection Procedures Manual - provides procedures for inspecting weighing and measuring machines

Classes of Records

CCA-150

Legal Metrology

Description: Information on metering, specifications, symbols and

Consumer and Corporate Affairs

standards, metric conversion and international measurement. *Topics:* Calibrations; liaison with associations, councils and international organizations; technical inquiries; metric conversion; misleading advertising and standards.

CCA-160 Electricity and Gas

Description: Information on the Electricity and Gas Program. *Topics:* Electricity - approvals, imports and exports, statistics, inspection regulations and reports, calibrations, registration applications; gas - inspection regulations, approvals, calibrations, technical information, inspection reports, metric conversion standards and equipment, and registration applications.

CCA-170 Weights and Measures

Description: Information on the measurement of volumes, linear and cubic area, and mass; includes interpretations, specifications, prosecutions, standards, testing and international measurement. *Topics:* Linear and cubic area - approvals, calibrations, statistics; Mass and volume - approvals, calibrations, technical information, metric conversion, tests and test methods.

Product Safety Branch

The Branch administers the Hazardous Products Act. The Act deals with a range of goods and includes specific mention of product categories for household, garden or personal use, for sports or recreational activities, or for children. It also mentions, without reference to end use, poisonous, toxic, flammable, explosive and corrosive products, but excludes from its purview food, drugs, cosmetics, pest control products, radioactive materials, explosives, and highway vehicles. Products may be banned or regulated under the legislation. Functions of the Branch include product testing for regulatory development purposes and for compliance with established regulations. Inspectors, designated under the Act, have powers of search and seizure. The Branch is supported by field staff.

Manual

- Hazardous Products Reference Manual - a reference instrument on the administration and enforcement of the Hazardous Products Act and Regulations

Classes of Records

CCA-180 General Product Safety

Description: Information on compliance and enforcement, statistical data and programs within Product Safety, and correspondence. *Topics:* Compliance - chemical hazards, flammable products and hardware, recreational and children's products; economic data; enforcement; engineering and technical data; fire safety; legislative matters; hazardous substances; injury data and statistics; labelling; surveillance program.

CCA-190 Products

Description: Information on regulations, company liaison, complaints and inquiries, reference materials, sampling and testing, and enforcement concerning specific products. *Topics:* Alarm and escape devices; appliances; entertainment and communications equipment; furnishings; fixtures and home structures; garden and yard equipment; housewares - unpowered; maintenance products and home fuels;

nursery equipment; packaging containers; personal use items; recreation and sports; textiles; tools; toys. *Retrievability:* Files are arranged by product.

CCA-200 Testing

Description: Information on testing and test methods for specific products. *Topics:* Equipment design; fabrication and modification; legislative matters; test methods; chemical flammability; mechanical, electrical and textile testing of specific products. *Retrievability:* Files are arranged by test and product. *Storage Medium:* Magnetic disc or drum (testing and sampling tracking system).

Bureau of Corporate Affairs

Manuals

- Central Registry Information System (C.R.I.S.) Manual of Directives
- Official Receiver's Examination Manual
- Trustee Licence Manual
- Bankman
- Dictionary of Shapes and Terms
- Classification Manual
- Examination Guidelines
- Policy Guidelines
- Procedures Manual - Processing
- Examination Unit Procedures
- Compliance Policy and Procedures Manual
- Instruction Manual for Field Offices
- Database Maintenance Manual
- Manual of Patent Office Practice
- Handbook of Patent Examination (HOPE)
- Patent Procedures Manual
- Classification Section Support Staff Operating Procedures
- Trade Marks Examination Manual
- Office Composing Equipment (OCE)
- User Manual For General Automatic (GA) System

Bankruptcy Branch

The Branch administers the Bankruptcy Act by providing assistance in the filing of consumer bankruptcies; by protecting both bankruptcy creditors' and debtors' rights; by licensing and supervising trustees-in-bankruptcy; by detecting abuses of the bankruptcy process both

before and after bankruptcy; by maintaining and disseminating general and statistical bankruptcy and insolvency information; by acting as an agent for the Corporations Branch and disseminating information and materials on the Canada Business Corporations Act; and by acting as a depository for any documents to be filed pursuant to the Canada Business Corporations Act or any Intellectual Property legislation. The Branch is supported by field staff.

Manuals

- Policy Statements of the Superintendent of Bankruptcy - provides guidelines issued by the superintendent for observance by trustee
- Information Statements of the Superintendent of Bankruptcy - provides guidelines of a less mandatory nature than the policy statements and are also used to communicate information of a general interest
- Bankruptcy Branch Training Modular - provides a training manual on bankruptcy procedures and policies
- Bankman - provides a reference tool of internal policy releases and directives
- Central Registry Information System (C.R.I.S.) - provides procedures for the accessing of C.R.I.S.
- Manual of Directives for the Centralized Receipts and Disbursements System - provides a reference tool of procedures to be used in maintaining the Centralized Receipts and Disbursements System
- Trustee Licence Insurance Procedures - provides policies and procedures to be followed in issuing trustee licences to both individuals and corporations

Classes of Records

CCA-210 Bankruptcy

Description: Information on investigations, licensing, assets and liabilities, inquiries, discharges, legal actions, control and audits, inquiries on civil and common law, and correspondence on bankruptcies. *Topics:* Audits and auditing; student loans; examination; fraudulent bankruptcies; inquiries - civil law, common law; bonds and bonding; claims; conferences; liaison - foreign governments, provinces, etc.; costs and taxation; dividends; estates; fees and expenses; instruction bulletins; investigations; legal; licences; offences; petitions; projects; prosecutions; reports and statistics; trustees; Central Registry Information System; investigation of bankruptcies; trustees-in-bankruptcy; bankruptcy estate control files; retired or rejected applications. *Retrievability:* Trustee files are arranged by name of individual or corporation. EDP System: Information system containing insolvency data used by Bankruptcy Offices to publish bankruptcy notices.

Bureau of Corporate Affairs

Copyright and Industrial Design Branch

The Branch administers the Copyright and Industrial Design Acts in recognizing and protecting authors' and designers' rights over their work through the acceptance, examination and registration of copyright and design applications. The Branch also administers the Timber Marking Act.

Manuals

- Dictionary of Shapes and Terms - provides a reference of geometric terms used by examiners
- Classification Manual - provides a listing of the various classes of classification of industrial design
- Examination Guidelines - provides guidelines for the examination of industrial design applications
- Policy Guidelines - provides a reference of published policies on the examination of industrial design applications
- Procedures Manual - Processing - provides procedures for the processing of copyright and industrial design applications

Classes of Records

CCA-220

Copyright and Industrial Design

Description: Information on legislation, registration and revision, inquiries, consultations with provinces, private sector and other departments, registration and complaints and inquiries on authors' and designers' works. *Topics:* Copyright Act, Industrial Design Act and other legislation; copyright and industrial design. *Retrievability:* Case files are arranged by name of applicant.

Corporations Branch

The Branch administers the Canada Corporations Act, the Canada Business Corporations Act and several other statutes through the examination and qualification of incorporation, continuance, amalgamation and dissolution of corporations; the management of a database of corporate names; the acquisition, assessment and verification of information to the public; the issue of exemptions from various requirements of the Canada Business Corporations Act; and the conduct of inquiries and investigations into corporate misconduct.

Manuals

- Examination Unit Procedures - guidelines on how to examine Canada Business Corporations Act articles and Canada Corporations Act applications
- Compliance Policy and Procedures - provide interpretations of the Act and Regulations, directives and operational procedures
- Instruction Manual for Field Offices - provides instruction to field personnel on dealing with public inquiries on corporation matters
- Database Maintenance Manual - provides coding and processing instructions for the maintenance of Canada Corporation Database
- Gazette Coding and User Responsibility Manuals - provide instructions on how to code data from provincial gazettes into the Corbase system
- Corbase Manual - provides background information about the Corbase system
- Accounts Receivable Procedures - provide instructions on billing and other actions related to the accounts receivable system

Consumer and Corporate Affairs

Classes of Records

CCA-230

Corporations

Description: Information on applications, charters, financial statements, annual summaries and returns, inquiries, liaison with companies, enforcement and surveillance of incorporation of companies. *Topics:* Exemptions; take-over bids; inquiries; boards of trade; trade unions; companies. EDP System: Information system containing data on federally and provincially incorporated companies which are used to produce microfiche and the Canada Bulletin.

Patents Branch

The Branch administers the Patent Act and Rules in protecting the rights of originators of inventive works by the acceptance, examination, granting and registering of patent applications; the maintenance of public indices and the publication of the Patent Office Record, a weekly publication describing Canadian patents; and the maintenance of a reading room where the public may obtain information.

Manuals

- Manual of Patent Office Practice - provides procedures for replying to inquiries
- Handbook of Patent Examination (HOPE) - provides procedures for preparing examiners' correspondence
- Patents Procedures Manual - provides procedures for documentation and registration
- Classification Section Support Staff Operating Procedures - provides procedures for classification of patents

Classes of Records

CCA-240

Patents

Description: Information on the application, registration, licensing, legal actions, studies, correspondence, regulation, complaints and inquiries, research and technical data concerned with inventive works. *Topics:* Appellation of origin; liaison with universities, associations, departments, foreign governments, provinces; information retrieval; caveats; court actions, licences; legislation; agents; application; classification; complaints and inquiries; public servants' inventions; surveys and studies; technology. *Retrievability:* Case files arranged by name of applicant.

Research and International Affairs Branch

The Branch formulates policies to improve the effectiveness of intellectual property Acts and assesses their effectiveness. It also monitors international events in intellectual property, develops policies to ensure fairness of treatment abroad for Canadians while minimizing restraints on domestic policy and action, and carries out studies and projects such as the Newly Updated Automated Name Search (NUANS) and securities legislation.

Classes of Records

CCA-250

Research and International Affairs

Description: Information on economics, agreements, development of international policies; also correspondence, research and technical data; and surveys, studies, and statistical data concerned with intellectual property. *Topics:* International agreements; appellation of origin; federal-provincial conferences; university liaison; liaison with international associations, clubs and societies; economic analysis; economic research-copyright, patents, trademarks and industrial design; domestic law revision; bankruptcy economic research.

Trade Marks Branch

The Branch administers the Trade Marks Act through the acceptance, examination and registration of trade mark applications, the advertising in the weekly Trade Marks Journal to enable persons to oppose any marks which they feel interfere with their existing rights and the maintenance of a public reading room for the public to search registers and indices of registered marks and users.

Manuals

- Trade Marks Examination Manual - provides a working instrument on the interpretation and application of the Trade Marks Act and Rules
- Office Composing Equipment (OCE) User Manual for General Automatic (GA) System - provides procedures for the operation of the GA microcomputer

Classes of Records

CCA-260

Trade Marks

Description: Information on applications, registrations, licensing and regulation, as well as correspondence and inquiries on trade marks and their uses. *Topics:* Trade marks interpretations; abandonments; appeals; applications; oppositions; registered users; trade mark agents; examinations.

Bureau of Competition Policy

Note: Two common classes, Combines CCA-270 and Standard Industrial Classification CCA-280, relate to all Branches of the Bureau with exception of Marketing Practices Branch.

Manual

- Office Manual, Director of Investigations and Research - sets out procedures employed by the Bureau in the exercise of formal powers under the Combines Investigation Act

Manufacturing Branch

The Branch undertakes industrial and economic analysis and conducts inquiries under the Combines Investigation Act concerning the manufacturing sector of Canadian industry, excluding the manufacturing sectors of the pulp and paper and petroleum industries which

are the responsibility of the Resources Branch. The Branch is also concerned with the construction and communications industries.

Regulated Sector Branch

The Branch is responsible for interventions of the Director of Investigation and Research before regulatory boards, and for inquiries on the transportation and telecommunications industries.

Research Branch

The Branch conducts research into the performance of the Canadian economy in relation to competitive market situations and recommends economic and structural changes which could increase economic efficiency.

Resources Branch

This Branch analyses complaints and other evidence, and conducts inquiries under the Combines Investigations Act concerning the activities of firms in the resource industry, including agriculture, fishing and food processing, trapping and fur processing; the forest industry, including manufacture and distribution of wood and wood products; the production, mining and primary processing of all minerals; and the production and distribution of energy, including electrical power, coal and petroleum products.

Services Branch

The Branch analyses complaints and other evidence with respect to alleged restrictions of competition in the service and distribution industries and conducts inquiries under the Combines Investigation Act.

Classes of Records

CCA-270
Combines

Description: Information on inquiries, legalities, surveys, interpretations of the Combines Investigations Act. *Topics:* Program of compliance, international agreements; interdepartmental committees; conferences; co-operation and liaison; inquiries; exports; imports; investments; textiles labelling; merchandising; mergers; monopolies; patents; price fixing; research; sales; services; tariffs; identical tenders; trade; trade practices; trademarks; transportation; warranties; guarantees. *Storage Medium:* Magnetic tape (locator system).

CCA-280
Standard Industrial Classification

Description: Information on inquiries, complaints, legal proceedings and prosecutions under The Combines Investigation Act. *Topics:* Industries; agricultural and retail services; fishing and trapping; logging and forestry; mining; manufacturing; construction; transportation and storage; communications and other utilities; wholesale and retail trade; finance and insurance; real estate and operating insurance agents; business services; government services; educational services; health and social services; accommodation; food and beverage services. *Retrievability:* Case files are arranged under the 18 major groups of the Standard Industrial Classification system. *Storage Media:* Microfilm, magnetic tape.

Marketing Practices Branch

The Branch administers the misleading advertising and deceptive marketing practices provisions of the Combines Investigation Act which include unsubstantiated claims, misleading warranties, misleading price representations, untrue and misleading tests and testimonials, double ticketing, pyramid schemes, referral selling, bait and switch selling, sales above advertised price, and promotional contests.

Manuals

- Office Manual, Director of Investigation and Research - sets out procedures employed by the Bureau in the exercise of formal powers under the Combines Investigation Act
- Marketing Practices Policy Manual - sets out variations in the section of the Combines Investigation Act pertaining to Marketing Practices
- Marketing Practices Operational Manual - sets out procedures employed in exercising formal orders for Marketing Practices under the Combines Investigation Act

Classes of Records

CCA-290
Marketing Practices

Description: Inquiries, complaints, legal proceedings, prosecutions, interpretations of the Combines Investigation Act, and correspondence on misleading advertising and deceptive marketing practices. *Topics:* Advertising inquiries; misleading complaints (national, Pacific, Ontario, Quebec, Atlantic and Headquarters); Program of Compliance. *Special Access Note:* Files are arranged by subject, company and individual name. *Storage Media:* Microfilm, magnetic tapes (listing of complaints which have been closed for 2 years or more).

Office of the Assistant Deputy Registrar General

Conflict of Interest Organization

The Assistant Deputy Registrar General administers, on behalf of the Prime Minister, the government's conflict of interest policy and guidelines that pertain to Lieutenant Governors, Ministers, their Exempt Staffs and Governor-in-Council appointees, and provides policy advice to the government, the Privy Council Office and Deputy Heads.

Classes of Records

CCA-300
Conflict of Interest

Description: Conflict of interest guidelines, parliamentary material, reports, appointments, correspondence with federal government departments, agencies, councils, commissions and provincial governments. *Topics:* Conflict of interest responsibilities - investments, trusts, Parliamentary matters, guidelines for Lieutenant Governors, Ministers, their Exempt Staffs, Governor-in-Council appointees and public servants; Supplementary Guidelines for members of government departments, corporations, agencies, commissions and boards; liaison and co-operation.

Consumer and Corporate Affairs

Registration Division

The Registration Division is responsible, in the name of the Registrar General, for the issue and registration of commissions and other documents under the Formal Documents Regulations pursuant to the Public Officers and Seals Act and as required by other Acts, and provides services to the Governor General's office, federal government departments, corporations and agencies, other governments and the public.

Classes of Records

CCA-310

Registration

Description: Regulations; studies; inquiries; correspondence with other departments, provinces and countries; certificates of registration, appointments, deeds, grants, mortgages; and letters patent. *Topics:* Appointments - boards, councils, commissions, federal government departments, agencies, Crown corporations, committees, judges, administrators, commissioners; documents - bonds, deeds, railway mortgages, land grants, pardons, proclamations, departmental rulings, seals, warrants of extradition. *Storage Medium:* Microfilm.

Urea Formaldehyde Foam Insulation

Information and Co-ordination Centre

The Centre administers a federal government program of technical and financial assistance to owners of Canadian dwellings retrofitted with urea formaldehyde foam for thermal insulation purposes by on-demand formaldehyde screening tests, full scale testing and remedial advice, training for contractors and homeowners in a registered remedial measures course, administration of financial contributions to eligible owners and an across-Canada toll-free telephone information service. The Centre also co-ordinates federal government activities and policies related to UFFI.

Classes of Records

CCA-320

Urea Formaldehyde Foam Insulation (UFFI)

Description: Regulations, grant applications, complaints, procedures and methods for testing and related research. *Topics:* Federal government departments and agencies; federal-provincial relations - conferences, groups and associations; compensation and assistance; management information systems; claims; legal; medical; technical research; company inquiries; laboratory accreditation; bidders; contracts; removal devices and proposals; testing - Pilot and Main Projects, UFFI II. *Retrievability:* Case files are arranged by name of individual.

Metric Commission Canada

The Commission administers the provisions of the Metric Commission Order (PC 1971-1146) on intergovernmental co-operation and collaboration in Canada and with foreign countries; stimulates and monitors metric conversion in all elementary and secondary schools and non-university level educational institutions; negotiates and operates information agreements with the provinces and territories; and ensures that the benefits (e.g., increased productivity through the use of a simpler system and increased exports through the use of a totally international system) of conversion to the metric system in Canada are achieved at minimal cost.

Manual

- Workers' Metric Tools System - User Guide - used to assess applications under the Workers' Metric Tools Assistance Program

Classes of Records

CCA-330

Metric Commission

Description: Policies; correspondence with companies, federal and provincial government departments, other governments, associations, and committees; legislation, etc., concerned with the metric conversion program. *Topics:* research; surveys and development; legislation and treaties; commodities, industries and markets.

Ministry of State for Economic Development

Background

The Ministry of State for Economic Development (MSED) was established by Order in Council on December 19, 1978.

The Ministry serves as the Secretariat for the Cabinet Committee on Economic Development which is chaired by the Minister of State for Economic Development. Working with the Privy Council Office and economic development departments, the Ministry assists in the preparation and organization of the economic development priorities the Committee must deal with on a continuing basis. The Ministry also has the responsibility to review and report regularly on the status of the economic development budget so that the Committee of Ministers is fully informed of the resources available to support and promote the country's economic development priorities.

In preparing information for presentation to the Committee of Ministers, the Ministry maintains a system for regular, continuing discussion of issues by Deputy Ministers of the economic development sector departments and provides concise analyses of these issues, including their implications for the economic development budget and their effect on program delivery. As requested by Ministers, the Ministry co-ordinates the interdepartmental reviews of major issues, or provides direction to interdepartmental projects.

The Ministry provides advice on the public communication of government policy in the economic development field, and monitors the implementation of decisions taken by the Cabinet Committee on Economic Development.

As part of the government's reorganization plans, announced in January 1982, the Ministry and Committee titles and mandates will be changed to include responsibility for the regional aspects of economic development in Canada. The change of name to the Ministry of State for Economic and Regional Development will take effect upon passage by Parliament of Bill C-123.

As a result of the government reorganization measures, the Ministry has established new federal offices in every province, each headed by a federal Economic Development Co-ordinator.

Overall Responsibilities

The Ministry of State for Economic Development has responsibility to:

- formulate, develop, evaluate and co-ordinate new and comprehensive policies for the programs and activities of the Government that directly support Canadian economic development;
- promote co-operative relationships with provinces, business and labour, and other public and private organizations for the development of the economy;
- advise on the allocation of financial, personnel and other resources to federal programs that directly support economic development; and
- develop mechanisms to improve and integrate the delivery of economic development programs at the local or regional level.

The Federal Economic Development Co-ordinator is the senior federal government economic development official in each province, who:

- advises Cabinet on proposed regional economic development policies;

- helps co-ordinate the activities of other government departments in the field;
- promotes co-operative and joint planning with the provincial government;
- consults business, labour and municipal governments;
- feeds regional considerations into the Cabinet decision-making process; and
- helps transmit government policy back into the regions.

Because of MSED's role as Secretariat to the Cabinet Committee on Economic Development, a very large proportion of the documentation held by the Ministry originates in other departments. Access requests in such cases will be referred to the appropriate sponsoring department. Copies of speeches, news releases and discussion papers issued by the Minister, the Department's annual report, and description of the organization of MSED are available from the Ministry's Communications Branch - (613) 996-4055. Also available through the Branch is a handbook published by the Ministry entitled ABC - Assistance to Business in Canada. The publication is the first compendium of all federal business assistance programs.

Access Procedures

Formal requests under the Access to Information Act should be directed to:

Access and Privacy Co-ordinator
Ministry of State for Economic Development
Jackson Building, 7th Floor
122 Bank Street
Ottawa, Ontario
K1A 1E7
Telephone: (613) 996-4055

Operations Branch

The Branch is responsible for analysis, assessments and briefings to Deputy Ministers of economic departments, the Secretary and Minister, and members of the Economic Development Committee on proposals originating in economic departments. The Branch develops the work programs and produces assessments and recommendations on the proposals in the economic sector, taking into account their resource implications.

Policy Branch

The Branch is responsible for developing a co-ordinated economic development policy for the federal government, taking into consideration the framework of existing policies, present policy initiatives of economic development departments, and the positions of business and labour. In particular, it is concerned with the way in which macro-economic policies, the macro-economic environment and the framework of existing economic development policies affect the structure and performance of individual sectors of the Canadian economy.

Projects Branch

The Branch carries out special projects on assignment from the Cabinet Committee or the Secretary. Typical projects involve organizing consultations between business, labour, and the Government;

Ministry of State for Economic Development

co-ordinating the activities of a number of departments in support of the negotiations or development of major private sector investment projects; or co-ordinating departments and agencies in the planning and delivery of government projects where no organization has all the resources required.

Communications Branch

The Branch is responsible for advising the Economic Development Committee Ministers and Deputy Ministers on the public information aspects of economic development initiatives, co-ordinating communications plans originating in economic development departments and evaluating the effectiveness of the government's public information activities in the economic development sector. It also provides public affairs support for the Ministry and its Minister.

Corporate Services Branch

The Branch is responsible for developing and maintaining all finance, personnel and support services essential to the efficient and effective operation of the Ministry.

Classes of Records

ED-10

Economic Development Consultations

Description: Information on consultations with representatives of government and the private sector. *Topics:* Task Force reports; Contact Information System.

ED-20

Policy and Expenditure Management System

Description: Information on the policy and expenditure management system of the federal government and the Ministry's participation in it. *Topics:* Fiscal framework; operational plans (includes former Program Forecasts and Review); strategic overviews; Main Estimates; Supplementary Estimates; Treasury Board Financial Status Reports; Ministry Financial Status Reports; priorities exercises; resource reallocation; contingent liabilities; Expenditure Management System.

ED-30

Economic Development Program Organization and Delivery

Description: Information on initiatives by departments and the Ministry in the economic development envelope involving program organization and delivery. *Topics:* ABC/AIDE Handbook; business centres; and program delivery.

ED-40

Economic Development Special Projects

Description: Information on initiatives by departments and the Ministry in the economic development envelope involving special cross-sectoral policies. *Topics:* Hibernia; Transpo '86; Northeastern B.C. Coal.

ED-50

Sector Policies - Primary Industries

Description: Information on initiatives by departments in the economic development envelope to promote growth and development of primary industries in the Canadian economy. *Topics:* Agriculture; Energy; Fisheries; Forest Products; Metals and Minerals.

ED-60

Sector Policies - Secondary Industries

Description: Information on initiatives by departments in the economic development envelope to promote growth and development of secondary Canadian industries. *Topics:* Aerospace; automotive; cement and concrete; commercial printing; construction, electrical and electronics; food and beverages; footwear; furniture; iron and steel; machinery; ocean; petrochemical; plastics and processing; shipbuilding and repairs; textiles and clothing; urban transportation; and others.

ED-70

Sector Policies - Service Sectors

Description: Information on initiatives related to the development of the service sector, banks, financial institutions, construction, tourism, assistance to Convention and Trade Centres, foreign investment.

ED-80

Economic Development Policies

Description: Information on initiatives by departments and the Ministry in the economic development envelope involving cross-sectoral policies. *Topics:* Policies - commercial, competition, consumer, environmental, human resource, industrial relations, intellectual property, procurement, regional, small business, tax and programs, transportation, research and development.

Canada Employment and Immigration Commission

Background and Overall Responsibilities

The Employment and Immigration Reorganization Act of 1977 created the Canada Employment and Immigration Commission, and a small associated Department of Employment and Immigration, which together are responsible for all employment, unemployment insurance and immigration programs and services. They are also known as Employment and Immigration Canada (EIC).

Four persons head the Commission: a Chairman who is Chief Executive; a Vice-Chairman; and two Commissioners, one of whom is a representative of the employers. The Chairman and Vice-Chairman act as Deputy Minister and Associate Deputy Minister of the Department.

The Commission-Department's headquarters comprises nine major Groups, each headed by an Executive Director. Four are concerned with services to the public: Immigration and Demographic Policy, Benefit Programs, Labour Market Development, and Employment and Insurance. Three more provide professional, technical and administrative services: National Systems and Services, Personnel and Finance and Administration. The remaining two are Strategic Policy and Planning and Public Affairs. An Executive Secretary provides all the services necessary for corporate planning, policy formulation, federal-provincial and international relations as well as administration of Privacy, Human Rights and Access to Information legislation within EIC.

EIC is further organized into ten regions responsible for administering some 750 local and district offices across Canada. Each is headed, in the cases of Quebec and Ontario, by an Executive Director, and in all other instances, by a Director General. EIC has a staff of about 24,000 across Canada.

Two other bodies report to Parliament through the Minister - the Canada Employment and Immigration Advisory Council, and the Immigration Appeal Board.

Acts and Regulations

- Unemployment Insurance Act, 1971 S.C. 1970-71-72, c.48, (excluding Part IV) and Regulations such as the Unemployment Insurance Regulations and the National Employment Service Regulations
- Employment and Immigration Reorganization Act, S.C. 1976-77, c.54, including Part I - Employment and Immigration Department and Commission Act, and Part II - Canada Employment and Immigration Advisory Council Act
- National Training Act 1982 and Regulations
- Emergency Gold Mining Assistance Act, R.S.C. 1970, c.5, Subsection 6(2)
- Regional Development Incentives Act, R.S.C. 1970, c.R-3, Section 13
- Reinstatement in Civil Employment Act, R.S.C. 1952, c.236
- Immigration Act 1976, S.C. 1976-77, c.52 and Regulations
- Employment Tax Credit Act, S.C. 1977-78, c.4 and Regulations
- Government Annuities Act, R.S.C. 1970, c.G-6 and Regulations
- Government Annuities Improvement Act, S.C. 1974-75-76, c.83

- Labour Mobility and Assessment Regulations, SOR/72-54 pursuant to Appropriation Act No. 3, 1971
- Manpower Mobility Regulations, SOR/72-14 pursuant to Appropriation Act No. 3, 1971
- Department of Labour Adjustment Assistance Benefit Regulations (Footwear and Tanning Workers), SOR/74-266 pursuant to Appropriation Act No. 5, 1973
- Department of Labour Adjustment Assistance Benefit Regulations (Clothing and Textile Workers), SOR/74-48 pursuant to Appropriation Act No. 4, 1970

General Information

Available free of charge in every EIC office are pamphlets, brochures and other publications covering a wide variety of programs and services offered by EIC and some other departments and agencies, both federal and provincial. General publications, if not available at local offices, may be procured through authorized Government of Canada bookstore agents and other bookstores, or by mail from the Canadian Government Publishing Centre, Supply and Services Canada, Hull, P.Q., K1A 0S9.

Library Services are available at EIC's Head Office and Regional Offices at the following addresses:

Head Office

Employment and Immigration Canada
Place du Portage, Phase IV
Hull, P.Q.
K1A 0J9

Newfoundland

Employment and Immigration Canada
P.O. Box 12051
167 Kenmount Road
St. John's, Newfoundland
A1B 3Z4

Nova Scotia

Employment and Immigration Canada
P.O. Box 2463
1888 Brunswick Street
Halifax, N.S.
B3J 3E4

Prince Edward Island

Employment and Immigration Canada
P.O. Box 8000
199 Grafton Street
Charlottetown, P.E.I.
C1A 8K1

New Brunswick

Employment and Immigration Canada
P.O. Box 2600
565 Priestman Street
Fredericton, N.B.
E3B 5V6

Quebec

Canada Employment and Immigration Commission

Employment and Immigration Canada
1441 St. Urbain Street, 9th Floor
P.O. Box 7500
Montreal, P.Q.
H2X 2M6

Ontario

Employment and Immigration Canada
4900 Yonge Street, Suite 700
Willowdale, Ontario
M2N 6A8

Manitoba

Employment and Immigration Canada
Eaton Place
330 Graham Avenue, Room 710
Winnipeg, Manitoba
R3C 4B9

Saskatchewan

Employment and Immigration Canada
Financial Building
2101 Scarth Street, Suite 600
Regina, Saskatchewan
S4P 2H9

Alberta and Northwest Territories

Employment and Immigration Canada
9925 - 109th Street, 5th floor
Edmonton, Alberta
T5K 2J8

British Columbia and Yukon Territory

Employment and Immigration Canada Royal Centre
1055 West Georgia Street
Box 11145
Vancouver, B.C.
V6E 2P8

Access Procedures

A formal request for access under the Access to Information Act must be made by completing a "Request for Access" form and forwarding it to the Privacy and Access to Information Advisor-Co-ordinator for your area. Their addresses are listed below.

Head Office

Privacy and Access to
Information Co-ordinator
Employment and Immigration Canada
13th Floor
Place du Portage, Phase IV
Hull, P.Q.
K1A 0J9

Newfoundland

Employment and Immigration Canada
c/o Dept. of Labour and Manpower
Beothuck Building
Crosbie Place
St. John's, Newfoundland

Nova Scotia

Employment and Immigration Canada
P.O. Box 2463
1888 Brunswick Street
Halifax, N.S.
B3J 3E4

Prince Edward Island

Employment and Immigration Canada
180 Kent Street, 4th floor
Charlottetown, P.E.I.
C1A 8K1

New Brunswick

Employment and Immigration Canada
1075 Main Street
Moncton, N.B.
E1C 1H2

Quebec

Employment and Immigration Canada
550 Sherbrooke West, 6th floor
Montreal, P.Q.
H3A 1B9

Ontario

Employment and Immigration Canada
4900 Yonge Street
Willowdale, Ontario
M2N 6A8

Manitoba

Employment and Immigration Canada
Eaton Place
330 Graham Avenue, Room 710
Winnipeg, Manitoba
R3C 4B9

Saskatchewan

Employment and Immigration Canada
Financial Building
2101 Scarth Street, Suite 400
Regina, Saskatchewan
S4P 2H9

Alberta and Northwest Territories

Employment and Immigration Canada
9925 - 109th Street, 5th floor
Edmonton, Alberta
T5K 2J8

British Columbia and Yukon Territory

Employment and Immigration Canada
1055 West Georgia, 8th floor
P.O. Box 11145
Vancouver, B.C.
V6E 2P8

Management Group - "The Commission"

The Chairman/Deputy Minister, Vice-Chairman/Associate Deputy Minister, and the two Commissioners constitute the strategic apex of the Commission/Department, and are appointed to undertake three essential roles: administrative management of EIC; development of its interactions with other agencies, governments and countries within a complex socio-economic environment; and planning strategy for responding to immigration matters, labour market needs and unemployment problems. These four persons are the immediate extension of the Minister and, under the provisions of the Canada Employment and Immigration Commission and Department Act, are referred to as "the Commission."

The Commission administers the Unemployment Insurance Act as amended, holding jurisdiction over the National Employment Service, and the National Training Act, the Immigration Act and various employment programs under Appropriations Acts, and the Annuities Act.

The Commission deals with legislative review and consequent amendments; regulatory changes; special applications of the legislation such as adjudication principles, labour conflicts, work sharing agreements and job creation projects; appeals to the Federal Court; Unemployment Insurance premium rates; budgets affecting the U.I. fund; appeals to the Commission concerning U.I. premium reductions; agreements with provinces or other countries; appointment of agents; delegation of authority to officers as employees of EIC; annual reports to the Minister and Parliament; all submissions to Cabinet; and major directives to field offices concerning EIC programs.

The two Commissioners - one representing labour and the other employer interests - develop consultative mechanisms, dialogues, and information programs with business, union and employer associations and councils, keeping such groups well-informed on legislative, policy and program matters affecting them.

Executive Secretariat

This office, comprising six directorates, and components responsible for Privacy and Access to Information legislation and Security Policy Analysis, provides all services necessary to corporate planning, policy formulation, federal-provincial and international relations, actuarial activities, and the application of public rights management. An extension of the Office of Chairman/Deputy Minister, it co-ordinates corporate executive decision making, particularly deliberations on statutory matters.

Corporate policy formulation is affected by: the range of programs and services offered to the public by EIC; the provisions of Acts and Regulations governing the operation of programs; shifts in political perspective which promote departmental strategies; government decisions altering the way EIC operates, evaluates and pays for programs and services; and events occurring in federal-provincial or international relations.

Note: The Executive Secretariat uses virtually the entire EIC records filing system; consequently, only file series used on a regular basis are specified by classes for directorates. As for manuals, apart from the Financial Administration Manual (Delegation of Authority), the Financial Coding Manual, and the document entitled "Guidelines on the Preparation of Ministerial Correspondence," all manuals and reference documents used periodically are listed under the Groups more appropriately using them.

Classes of Records

EIC-10 Secretariat

Description: Correspondence and policy on general activities. *Topics:* Inquiries on access to information and public rights management; policies governing corporate strategies, international relations, federal-provincial liaison; committee reports and minutes of meetings; association briefs, cabinet submissions and institutionally produced papers; proposals on corporate policy formulation, security and emergency planning, and quality of services; records of decisions taken by the Commissioners and Executive Committee; administration of the Secretariat.

Privacy and Access to Information Directorate

This component co-ordinates EIC responses to enquiries and access requests made under the legislation; sets policies, establishes mechanisms and administers the rights of Canadians to access EIC records; receives requests, applies exemptions where required, notifies the public of decisions taken, and arranges, where appropriate, for the production of files for scrutiny. The Directorate, in co-ordination with the Information and Privacy Commissioners, acts as a monitoring body, gathering statistical and costing data on the operation of the legislation, and providing reports to the Minister and to these Commissioners.

EIC-20 Privacy and Access to Information

Description: Policy and guidelines on public rights; also statistical and personal information provided by persons submitting access requests. *Topics:* Policies and procedures for each component of the legislation; background on legal interpretations of access rights; individual case files; statistical data on requests and complaints; documents concerning jurisprudence and records of policy decisions made by the Commissioners of public rights; appeals and decisions; EIC policies, procedures and measures encouraging access generally; administrative costs of public rights management. *Retrievability:* Files are arranged by subject and surname of requestor or complainant.

Intergovernmental Affairs Directorate

This Directorate maintains formal liaison with provincial governments and the private sector on all matters affecting major initiatives taken in the labour market, immigration or unemployment insurance areas; advises the Minister and Senior Executive on the interlocking interests with the provincial governments, on intergovernmental or international relations, and on courses of action recommended by a variety of special task forces or committees; and arranges conferences or visits by EIC executives, preparing all associated material.

EIC-30 Intergovernmental Affairs

Description: Information on social and employment legislation; also policy and guidelines on federal-provincial co-ordination. *Topics:* Inquiries on federal-provincial relations; agreements negotiated in connection with immigration or employment policies; reports and briefs of parliamentary committees, government task forces and public associations affecting the interpretation of legislation on a variety of social issues; background on international and federal-provincial relations, and descriptions of decisions taken.

Emergency Planning Directorate

This Directorate centrally co-ordinates all emergency planning for EIC's Headquarters and Field Offices, through a national emergency

Canada Employment and Immigration Commission

agency or similar organization. In liaison with emergency and security agencies such as National Defence, the RCMP and Emergency Planning Canada, it issues policies, emergency procedures and periodic standing orders on alternatives for EIC operations in the event of major disasters, wars or civil emergencies.

EIC-40 Emergency Planning

Description: Information on legislation, policy, correspondence and contingency plans related to regional, national or international emergencies affecting EIC operations. *Topics:* Policy, legislation, publications and manuals concerning peacetime planning, war measures (as outlined in the War Measures Act), and administration of emergency planning organizations; committee reports, briefs, submissions and action plans on international or interdepartmental liaison and action; regional contingency plans in the event of flood, famine, war or other disasters; reference for other departments' emergency plans, their committees and agencies; NATO liaison and wartime planning; specific plans for bomb threats, earthquakes, nuclear incidents, oil spills, terrorism and strikes; training courses and civil and military exercises.

Security Policy Analysis Directorate

This Directorate provides policy analysis and advice on security matters; administers a special control program for receipt, storage and distribution of sensitive intelligence and security information; and administers programs of co-operation with the RCMP.

EIC-50 Security Policy Analysis

Description: Information policy guidelines and general correspondence on security and co-operation with the RCMP. *Topics:* Policies and procedures on personnel, physical, communications, EDP, and administrative security; RCMP-EIC co-operation; handling of immigration files at Headquarters; Security Co-ordination Committee; minutes of meetings; briefs, reports, and plans.

Quality of Service Directorate

This Directorate develops strategies for improving the quality of service offered to the public by EIC; promotes concepts of quality of service; and advises the corporate organization; and maintains liaison with Cabinet or other task forces charged with service quality improvement.

EIC-60 Quality of Service

Description: Information on quality of service strategy, philosophy, policy and projects. *Topics:* Policy and correspondence on quality of service generally; action plans, strategies and parliamentary or cabinet documents; organization, mandate and administration of task forces; external public surveys and statistical results; philosophy and position papers from government and the private sector; application of improvement strategies; indexes of government services and programs, and listings in telephone directories; private sector handbooks, management texts and service pamphlets.

Actuarial Services Directorate

This Directorate provides EIC with actuarial services and advice concerning the strategy and operations of the Unemployment Insurance Program and the Government Annuities Program. Advice and services are provided on specific projects of an actuarial nature; on assessing proposals in relation to predetermined objectives and criteria; on actuarial determination of minimum and maximum weekly

insurable earnings, annual employer and employee premium rates, rates of premium reduction in respect of qualified wage-loss replacement plans and actuarial determination of liability and interest credit in respect of the Government Annuities Account; and on actuarial analysis of the financial status of the UI account. Much of the advice is required by law (the Unemployment Insurance Act, Government Annuities Act and Government Annuities Improvement Act).

EIC-70 Actuarial Services

Description: Policy, legislation and actuarial criteria for determining financial parameters and analyzing the experience under the UI and Government Annuities Programs. *Topics:* Actuarial services policy and correspondence; advisory committee reports, operations of the Annuities Program; budgets, expenses and administration; contributions, premium reductions and benefits; cost estimates and premium revenue estimates; UI Act and Regulations (assessment and development of amendment proposals to the UI program), statistical reports and Labour Force data; interface of UI program with guaranteed income proposals; other agencies (briefs, views and proposals from public and private sectors); background on the Society of Actuaries and miscellaneous internal working files; public relations and special briefings; supplementary survey from Statistics Canada; Supplemental Unemployment Benefit plans; WLR plans (planning, development and operational activities under the registration program of qualified WLR plans); program evaluation; comprehensive review of UI in 1980s.

Secretariat Services

This Directorate provides all necessary support services to the corporate committees managing the strategy of EIC; develops corporate policy guidelines and planning documents used by the Commission proper, the Executive Committee and other executive decision making bodies; provides these committees with all secretariat services including research; prepares specifically-formatted briefing material used by the Minister; and co-ordinates development, administration and maintenance of EIC's corporate planning process (CORPLAN).

EIC-80 Secretariat Services

Description: Policy, correspondence and documentation on corporate strategy, planning activities and standing committee support services. *Topics:* Policy, background and legislation documents, agreements and committee procedures; Orders in Council; Commission documents, procedures for regular amendments, and submissions to the Governor in Council; reports, minutes, records of deliberations; corporate-level briefings, committee meetings, agendas, times and decisions (policy, administrative and management).

Human Rights Directorate

This component develops and co-ordinates measures ensuring effective integration of the Canadian Human Rights Act with the legislative policy and operational requirements of EIC; reviews EIC policies, programs and procedures to ensure the consistent, efficient and effective implementation of the Act; develops the educational support required to enable EIC to meet its responsibilities under the Act; and co-ordinates activities to respond to complaints lodged under the Act.

EIC-90 Human Rights

Description: Information on policies, guidelines, complaints and other human rights matters. *Topics:* Policies and procedures related to implementation of legislation; reports in the human rights field; background information related to complaints activities; individual cases.

Internal Audit Bureau

This Bureau, which reports to the Deputy Minister, is responsible for audits conducted within EIC. Programs external to and funded by EIC are also subject to audit; included are: National Industrial Training, Local Employment Assistance, Summer Youth Employment, New Technology Employment, Local Economic Development Assistance, Canada Farm Labour Pools, Canada Manpower Adjustment, Immigration Settlement Adaptation and Outreach.

Internal Audit reviews and appraises the effectiveness and efficiency of all operational and financial procedures and systems and identifies areas for improvement. This activity includes assessment of efficiency, economy and management effectiveness, and the extent of compliance of systems, procedures, transactions, practices and safeguarding of assets with policies, regulations and other instructions of the Commission, the Treasury Board of Canada and Parliament.

The criteria for establishing a schedule of selected audits include: materiality (financial and human resources used), impact on EIC objectives, areas of sensitivity, previous audit findings, linkages to other concerns, and audit cycles.

Because of the overlapping nature of the work performed by the Internal Audit Bureau, the records generated are used by all directorates of the Bureau.

Classes of Records

EIC-100

Internal Audit Bureau

Description: Information policies and procedures related to audit plans. *Topics:* Guidelines for evaluating financial and human resource operational systems; long-range audit plans; assessments of materiality, risks and other operational concerns; objectives of individual audit assignments; types of audits conducted; special audits requested by management covering Unemployment Insurance, Employment Services, Labour Market Development, Immigration, National Systems and Services and such internal support function areas as financial, administrative and personnel services.

EIC-110

Working Papers

Description: Support and reference documents used by auditors in compiling audit reports. *Topics:* Procedures and guidelines for conducting an audit; tests performed, such as pre-determined questionnaire format and content; information obtained from audits; and conclusions and recommendations.

EIC-120

National Audits

Description: Policies, procedures and guidelines for conducting national audits. *Topics:* Control and assessment reports on public property revenues; expenditure reports on Unemployment Insurance, Employment Services, Immigration, Labour Market Development, Special Programs, internal financial, administrative and other support services, and efficiency and effectiveness reports on all operational and financial procedures.

EIC-130

Regional Audits

Description: Policies, procedures and guidelines related to regional audits. *Topics:* Control and assessment reports of program and service delivery through local offices, including reception and inquiry services, Social Insurance Number applications and processing of Unemployment Insurance claims as well as reports on the recruitment, selection,

enforcement, exclusion and removal processes conducted by Canada Immigration Centre officers.

Policy, Planning and Resourcing Directorate

This Directorate develops, implements and controls auditing concepts, policies, practices and standards for the Commission. Major audits crossing organizational lines, or of a developmental nature are conducted by this directorate. The audit and resource management activities involve planning based on financial or resource significance (materiality), the probability of not attaining goals (risk), co-ordination and quality control. This Directorate is also responsible for the selection, recruitment, development and deployment of Bureau staff.

National Audit Directorates

These Directorates assess and make recommendations to EIC management on the relative risk of proposed or existing programs, services, policies and practices with reference to decision-making and accountability information. They determine if there are sufficient controls over public property, revenues and expenditures, the extent to which there is compliance with authorities, and auditability. Management and programs are assessed in terms of effectiveness, efficiency and economy.

Regional Audit Directorate

This Directorate judges the risk connected to the delivery of the Commission's program through Canada Employment and Immigration Centres and external projects financially supported by the Commission. Planning and co-ordination of internal audit activities, including the monitoring of the review process, is conducted for the regions. Assessment criteria are effectiveness, efficiency and economy.

Immigration and Demographic Policy Group

This group, composed of four Branches and two Directorates, administers Canadian immigration law and the selection of immigrants, and regulates the entry of refugees, temporary workers, foreign students, other visitors and tourists. Other responsibilities include assisting Canadian residents on their return to Canada; applying enforcement and control measures to protect the health, safety and good order of Canadian society; and assisting in settling recently arrived immigrants.

Immigration levels are influenced by Canadian labour market considerations, regional demographic needs and consultations with individuals and organizations, both domestic and international. Each year, in his report to Parliament, the Minister announces proposed immigration levels for a specific time period; normally, special groups such as refugees are reflected in the projections, but in some cases, numbers of refugees might be increased due to unforeseen circumstances.

Manuals

- Immigration Manual (IL) - legislative component (including the Immigration Act, 1976) for the guidance of immigration officers
- Immigration Manual (IS) - guidelines, procedures, instructions and background information on all aspects of immigration, such as recruitment and selection of immigrants abroad, inland control, appeals and litigation, removals, passports and travel documents, and security deposits (bonds)

Canada Employment and Immigration Commission

- Immigration Manual (IC) - security guidelines and procedures containing information defined as internal communications, such as security and criminal criteria relating to immigrants and visitors, and guidelines for detecting visa and passport forgeries
- Immigration Manual (D) - guidelines and procedures on the collection of immigration information

Classes of Records

EIC-140 Immigration

Description: Policy and correspondence on general immigration and demographic activities. *Topics:* Inquiries on adopting foreign children such as refugees or orphans; refugee status and permanent residence requested for foreign nationals in Canada who wish to remain for political, ideological, economic and social reasons; bonds or security deposits for non-immigrants by "guarantors" such as transportation companies, churches or relatives; association briefs and submissions, including suggestions and proposals for amending immigration policies or procedures; federal-provincial relations on immigration policies and procedures such as reciprocal agreements, exchange of information or amendments to policies and procedures; policy on deserters and draft dodgers, including persons entering Canada legally or illegally but who wish to remain as "landed immigrants" to evade compulsory military service or registration in the U.S. or elsewhere; Minister's permits representing his authorization for persons who wish to immigrate but who do not qualify under normal selection criteria; ports and posts operations abroad, including staffing requirements and operational responsibilities of immigration officers; religious groups and sects, including comments or questions from individuals or associations on the application of the Immigration Act and Regulations to members of religious groups or sects; tracing of individuals, including requests from individuals or organizations seeking to locate persons who have immigrated to Canada.

EIC-150 Records of Entry

Description: Vital statistics (surname, given names, date of birth, Canadian port of entry, etc.,) of all persons entering Canada. *Topics:* Definition of permanent residents; Canadian citizens; deemed residents; returning residents; unregistered children born abroad of Canadian parents; non-immigrants; visitors; students; temporary workers; ministerial permits; ship deserters; deportation (expulsion orders, deportation orders, deportation reports, departure notices, confirmation of departure). *Retrievability:* Master index files arranged by surname; ships' names by port of entry; port of entry (arrivals); crew lists by ship's name. Special Access Notes: Records of entry dated before January, 1908 are in the custody of the Public Archives of Canada.

Recruitment and Selection Branch

This Branch, through its five component Directorates, administers policy, sets priorities and provides guidance to immigration field offices on the admission of immigrants and visitors. In particular, this includes the establishment of levels of immigration, by classes and categories, in response to such concerns as occupational demand in the Canadian labour market; humanitarian considerations related to the relief of refugees; social policies, as reflected in the family reunification program; or the need for temporary admission for study or for seasonal or other short-term employment.

Levels of immigration are formulated on the basis of analysis and consultation related to each of the three classes of the immigration

intake. In the labour market, the object is to select workers with specific skills needed to meet labour force shortages in Canada.

The number of refugees admitted each year is set out in an annual refugee plan specifying a global number of refugees to be accepted and allotment areas from which they are to be selected. This plan is formulated in consultation with private groups, provincial governments and the United Nations High Commission for Refugees.

The number of family-class applicants admitted has a direct relationship to the number of applications submitted each year by family members already residing in Canada.

Recruitment and Selection Policy Directorate

This Directorate develops policy on levels and composition of immigration to Canada. Consultation occurs with provincial governments and other agencies, both public and private. It is responsible for preparing submissions to Cabinet and an annual report to Parliament, and for developing admission policy on students and non-immigrant workers.

Classes of Records

EIC-160 Recruitment and Selection

Description: Information on the interviewing of applicants for admission to Canada and processing of applications. *Topics:* Policies and procedures on area visits to foreign countries by immigration officials to assess the "acceptability of admission" of persons seeking entry to Canada (includes application of selection standards, such as sponsorship criteria for family reunification requests by Canadian citizen or landed immigrant sponsors); policy and background on recruitment by occupational groups in accordance with demand for specialized labour (especially doctors, dentists, and lawyers); descriptions of point systems for assessing applicants (factors considered include education and training, employability, and the personal assessment of the examining immigration officer).

EIC-170 Refugees and Displaced Persons

Description: Policies, procedures and general information on the admission of refugees and displaced persons. *Topics:* Policies and procedures on emergency situations in which large numbers are displaced from their homes or homeland due to war, revolution or natural disaster; descriptions and policy on promises and guarantees for sponsorship, transportation arrangements, medical aid and settlement programs by churches, organizations, institutions or individuals on behalf of refugees; background on information exchange programs between EIC and provincial or international governments and agencies such as the International Institute of Humanitarian Law; Annual Refugee Plan; United Nations High Commission for Refugees and the Refugee Status Advisory Committee. *Retrievability:* Files arranged by subject, country, organization or group.

EIC-180 Demography and Population

Description: Information on development, articulation and co-ordination of federal immigration demographic policy and its impact on Canadian population composition. *Topics:* Co-operation and liaison with associations, provinces, societies, federal departments and agencies, regional offices, the United Nations and other international organizations; research studies initiated by EIC on demographic objectives or international developments affecting the level and distribution of populations.

Canada Employment and Immigration Commission

Federal-Provincial Relations Directorate

This Directorate develops federal guidelines for federal-provincial consultations required by the Immigration Act and co-ordinates such consultations; develops or modifies immigration agreements with the provinces both in general and in specific policy areas such as refugees, settlement, and foreign workers; manages and monitors existing agreements with provinces; provides advice to management on the need for new programs or other efforts; and develops new approaches to meet current and future needs.

Enforcement Branch

Through two Directorates, this Branch administers the Immigration Act and Regulations as these pertain to the examination of persons seeking entry into Canada; facilitates entry of diplomats, temporary workers, foreign students and other legitimate visitors; denies use of Canadian territory to persons who are likely to engage in criminal, subversive or terrorist activities; prohibits inadmissible persons from entering Canada; removes from Canada those in breach of the provisions of the legislation; and explains and interprets, for immigration officers, other federal and provincial departments and agencies and concerned individuals, those sections of the legislation and policy that are the responsibility of the Branch.

Program Operations Directorate

This Directorate administers the Act as it relates to preventing the movement to, admission to or continued stay in Canada of persons who are not permitted under the Act to enter or remain here. This responsibility involves the identification, apprehension, detention and prosecution of such persons as well as protecting the Minister's interest in subsequent appeals and litigation to which these persons are entitled; analysis and distribution of intelligence information necessary for enforcement of the Act gathered from overseas posts, regional intelligence officers and law enforcement agencies; control of visitors within Canada; and assessment of enforcement and control activities against established standards.

Manual

- Law Enforcement Intelligence Unit Manual - defines the unit's terms of reference and identifies its membership

Classes of Records

EIC-190

Enforcement Intelligence

Description: Information on the denial of entry into Canada to persons known to have been involved with criminal or other illegal activities. *Topics:* Exchange of police intelligence information concerning persons who may try to enter Canada illegally to pursue unlawful activities.

EIC-200

Identification and Travel Documents

Description: Documents required to identify and admit persons who want to enter Canada. *Topics:* Description of regulations concerning identification and travel documents (such as passports, visas, crew lists and manifests, identification documents, immigration forms IMM-1000); and standards and procedures governing the validation or endorsement of such documents.

EIC-210

Enforcement

Description: General correspondence on enforcement activities. *Topics:* Policies and procedures on the arrest or detention of persons in violation of the Act and Regulations; escapes from custody by those detained or arrested; co-operation among law enforcement agencies on immigration enforcement prosecutions under the Act and Regulations.

EIC-220

Enforcement - Exclusion and Removal

Description: Information on policy and correspondence related to the examination of persons refused entry to Canada or ordered to be removed. *Topics:* Adjudications on the conduct of immigration inquiries (case reports, presentations of evidence, decisions); appeals and litigation submitted to the immigration Appeal Board and Federal Courts of Canada (denials of family-class dependence, deportation of persons illegally in Canada); Enforcement Information Index ("Look-out Index") for alerting examining officers of "undesirables" who might seek entry to Canada or, once here, seek to remain; definition of inadmissible classes of immigrants considered potential threats to the health and safety of Canadians; background material on immigration inquiries, including case presentation, venue, legal counsel, criminal equivalencies, withdrawals of inquiries; matters related to the Special Advisory Board such as the examination of criminal intelligence reports on immigrants involved in criminal or subversive activities.

Program and Liaison Directorate

This Directorate administers the legislation as it relates to examination procedures at ports of entry; transportation companies, vehicles and crews coming into Canada; inland investigation; arrests and prosecutions, inquiries and appeals; and removals and departure notices. The Directorate provides explanation, interpretation, instruction and guidance on the immigration legislation for immigration officers, other federal and provincial agencies and concerned individuals. In addition, the Directorate recommends policy to the Minister and suggests amendments to the legislation in keeping with the intent of the immigration enforcement process, and manages a sophisticated computer system for the analysis of the enforcement function.

Manuals

- Transportation Directives - informs carriers of their responsibilities under the Immigration Act when conveying passengers to Canada.
- Travel Information Manual - international publication which includes Canadian passport and visa requirements

Classes of Records

EIC-230

Transportation

Description: Information on the transportation of immigrants to, from or within Canada. *Topics:* Transportation by air, land or sea; companies' obligations for the provision of examination facilities; payment of detention, removal and medical costs; deposit of security bonds for persons conveyed on companies' vehicles; responsibilities and regulations of travel agencies. *Retrievability:* Files are arranged by subject, company, committee or organization.

EIC-240

Special Events

Description: Information on the examination, admission and control of persons seeking temporary entry to attend or participate in special

Canada Employment and Immigration Commission

events taking place in Canada. *Topics:* Policies and procedures on special events; championships and contests; Commonwealth Games; expositions; Olympic Games.

EIC-250

Examinations

Description: Information on the conduct of immigrant examinations; interpretation of customs regulations. *Topics:* Policies and procedures related to the examination of potential immigrants and other persons seeking entry to Canada, including customs regulations on the clearance of settlers, their personal effects, baggage and pets; activities of the Interdepartmental Inspection Services Committee (IISC) and projects methodology on, for example, transit studies (passenger traffic at Canadian airports); medical examinations of persons applying for admission to Canada (X-rays, medical functions, communicable diseases, quarantine regulations); "security" and "criminal" screenings for clearance of persons seeking temporary admission.

Operational Procedures Directorate

This Directorate is concerned with representations on the admission of immigrants, workers and students. It has the authority to resolve exceptional cases by means of Minister's permits, Special Review Committee discretion and Order in Council. It also interprets, disseminates and monitors immigration legislation by issuing and revising guidelines, procedures and instructions.

Manuals

- EIC Manual for the Processing of Ministerial Correspondence
- EIC Guidelines for the Preparation of Correspondence
- Employment Manual (validation of employment offers)
- Canadian Classification and Dictionary of Occupations
- Occupational Demand and Area Report
- EIC Procedures for the Preparation of Governor in Council Submissions
- Criminal Code of Canada
- Federal-Provincial Immigration Agreements

Settlement Branch

This Branch is concerned with promoting a smooth transition to a new life in Canada for refugees and others who immigrate here. It administers the various programs of financial assistance to immigrants such as transportation loans and contributions to cover the basic needs of life. Contributions are also made to voluntary organizations involved in providing settlement services to newcomers including interpretation and counselling. Forms of assistance other than financial are also provided such as reception and accommodation services and the matching of refugees to Canadian sponsors.

Manuals

- Employment Manual - especially the following portions: Transportation Loans, Adjustment Assistance Programs, Immigrant Settlement and Adaptation Program
- Treasury Board Terms and Conditions regarding the Adjustment

Assistance Program, Immigrant Settlement and Adaptation Program

- Federal-Provincial Immigration Agreements

Classes of Records

EIC-260

Settlement Assistance and Transportation Loans

Description: Policy and correspondence on programs designed to help immigrants adjust to Canadian life. *Topics:* Settlement assistance; emergency adjustment assistance for accommodation, clothing, medical services, education and training; co-operation with ethnic organizations; government funding for voluntary immigrant agencies; reception and counselling services in Canada and abroad; assisted passage loans provided to persons accepted as permanent residents. *Storage Medium:* Videotaped TV programs on racial relations.

Priorities and Program Co-ordination Branch

Through its three Directorates and the Legislative Co-ordination Adviser, this Branch provides operational and administrative support to the Immigration Program, in the following forms: program planning; performance measurement; creation and maintenance of computerized program data banks; staff training; operational guidance to personnel working at regional and local offices; review and amendment of the Immigration Act and Regulations; management-union consultations; and secretariat services.

Program Co-ordination Directorate

This Directorate co-ordinates Immigration and Demographic Policy inputs into EIC and government programs and co-ordinates and implements EIC and government policies, procedures and guidelines at Headquarters. Support is given to the Minister by providing material pertaining to the immigration program and the processing of correspondence addressed to him on immigration matters. The Directorate provides secretariat services to immigration management committees; supports the delivery of the immigration program (development of staff training materials, manual production, forms management, co-ordination of production and delivery of immigration officers' uniforms); and co-ordinates the Immigration Group's response to requirements associated with the Access to Information and Privacy legislation.

Manuals

- Primary Immigration Examination Directives - for customs officers at ports of entry in the initial examination of persons seeking admission to Canada
- Transportation Directives - informs carriers of their responsibilities under the Immigration Act when conveying passengers to Canada
- World Index - advises immigration officers and RCMP liaison officers, country by country, on security and criminal examination facilities, medical facilities, coding information and visa requirements
- Immigration Forms Catalogue - provides facsimiles of all immigration forms, including administrative forms in the "IMM" series
- EIC Manual for Processing of Ministerial Correspondence

Canada Employment and Immigration Commission

Legislative Co-ordination Directorate

The Adviser on Legislative Co-ordination maintains and provides information and advice on the origin, intent and interpretation of the Immigration Act and related legislation. The Adviser also establishes and manages systems concerned with the design and analysis of proposals for new or amended legislation.

Manuals

- Privy Council Office Directives on Submissions to the Governor in Council and Statutory Instruments
- EIC Procedures for the Preparation of Governor in Council Submissions
- Cabinet Directives on the Preparation of Legislation
- Manual for the Preparation and Handling of Cabinet Papers

Resource Planning and Productivity Improvement Directorate

This Directorate provides immigration input to EIC planning, budgeting and expenditure control processes and is responsible for monitoring and analysis of the immigration program.

Manuals

- EIC Corporate Planning Process (CORPLAN) Guidelines
- Employment and Immigration Information System Manuals

Program Data Directorate

The responsibilities of this Directorate include the development, co-ordination, collection, verification and maintenance of computerized records on immigration activities and the creation and production of reports concerning such activities or their analysis. Information from computerized records is made available to EIC offices at various levels and to the Public Affairs (information services) component of EIC for delivery to the public.

Manuals

- Electronic Data Processing Policy, Standards and Procedures Manual
- Immigration Computer Systems Terminal Users Manual

EIC-270

Data Systems

Description: Systems used for gathering or amending statistics and other types of information necessary for the operational support of the immigration function and programs. *Topics:* Information systems; standard statistical coding for completing forms; information-gathering systems - employment clearance, occupation, transportation tables, native language; data systems - immigrants abroad and in Canada, permanent residents, monthly program reports, special information retrieval procedures, foreign nationals visiting Canada. *Storage Medium:* Microfilm, magnetic tape or disk.

Adjudication Directorate

This Directorate conducts inquiries to determine whether a person seeking to come into Canada may do so, or whether a person already in Canada will be allowed to stay or be required to leave. It also conducts release hearings concerning individuals detained under the Immigration Act for longer than 48 hours.

EIC-280

Adjudication

Description: Policy and correspondence on general adjudication activities. *Topics:* Policy, acts and regulations related to adjudication; correspondence and proposals for changes to the Immigration Act and Regulations submitted to the Legislative Review Committee; general correspondence on employment or educational authorizations of entry to Canada, particularly for students; correspondence and policy on decision making generally and on decisions under Subsections 19(3) (30-day discretionary admission) and 32(6) (deportation or departure notice) of the Immigration Act, 1976; correspondence on the appointment of representatives under Subsection 29(5); correspondence concerning "failure to support" under Paragraphs 27(1)(f) and 27(2)(e) of the Act; definition of and correspondence on "improper means" under Paragraphs 27(1)(e) and 27(2)(g); interpretations of Paragraph 27(2)(f); elusion of inquiry; identification of entry requirements under Paragraph 19(2)(d); definition of the role of adjudicators; historical background on the adjudication system; description of transitional procedures on the application of the amended Act, 1976; correspondence on visas under Section 9 of the Act and Sections 13 and 14 of the Regulations.

EIC-290

Adjudication Inquiries

Description: Policy and correspondence on the conduct of adjudication inquiries. *Topics:* General inquiries; policy and instructions on the adjournment of inquiries; policy and procedures on requirements for and conduct of appeals; correspondence on the use of interpreters at inquiries; definitions, rules and interpretation of "evidence"; compellability of witnesses and standards of evidence applied to adjudication inquiries; appeal of adjudication decisions to other bodies such as the Federal Court of Appeal, the Supreme Court of Canada and the Immigration Appeal Board; definition of criminal offences under the Immigration Act; criminal equivalences, especially with respect to the relation of foreign offences to the Canadian Criminal Code; correspondence on immigration examinations under Sections 12, 13, 14, 20 and 23; correspondence on jurisdictional problems related to persons leaving Canada; correspondence on the re-opening of inquiries under Section 35 of the Act and Section 35 of the Regulations.

EIC-300

Detention

Description: Policy and correspondence on the arrest and detention of persons in Canada illegally. *Topics:* Detention; interpretation of adjudicators' jurisdiction with respect to detaining a person under the Act; instructions on the receipt and use of security deposits and bonds posted for the release of a person detained; correspondence on the requirements of holding both 48-hour and seven-day reviews of the detention of a person; description of systems to monitor adjudicators' decisions on detention, with particular regard to precedence; procedural requirements of detention hearings and subsequent decisions; correspondence on the removal of persons illegally in Canada; correspondence, policy and interpretations dealing with removals on medical grounds.

EIC-310

Status

Description: Policy, correspondence and background on immigration

Canada Employment and Immigration Commission

status, including refugees and other classes. *Topics:* Background on status under the immigration Act of 1952; definition of "implied status"; description of special cases such as Haitians; policy, correspondence and interpretation with regard to refugees and displaced persons; correspondence and policy on "permanent residents," including right of entry; correspondence on claims of Canadian citizenship at inquiries; interpretation and policy on "inadmissible classes"; correspondence on Minister's permits allowing persons in Canada illegally to remain for a period of time; rights and obligations of students in Canada.

Benefit Programs Group

This Group develops and executes legislation, policies and programs and systems for payments, and control of payments, in the areas of Unemployment Insurance, Training and Mobility Assistance, and Settlement Assistance for immigrants.

It also administers, through a central point, the UI premium reduction program which provides for the granting and control of premium reductions to employers with qualified wage loss replacement plans. The group, moreover, represents the Commission in submitting or contesting appeals to higher courts with respect to decisions made concerning payments to individuals or the granting of premium reductions to employers.

The Group also develops and recommends to the Commission objectives, goals, strategies, regulatory changes, priorities and action plans to provide a basis for long and short-range operational planning and to provide a basis for measurement of performance.

Manuals

- Policy Guidelines (MANUIC I) - approved EIC policies for administering the payment or the granting of benefits to individuals and employers; contains policies dealing with disciplinary measures when the Act is contravened, criminal activities, disruption of postal services, appeal issues and the protection and safety of EIC employees
- Benefit Manual (MANUIC IV) - procedures governing the processing of initial, renewal and revised claims and related appeals
- Digest of Benefit Entitlement Principles - principles to be applied in determining entitlement to unemployment insurance benefits, based on and derived from an analysis of applicable legislation and jurisprudence
- Benefit Policy Circulars - used by the Benefit Policies Branch to communicate changes in policies and procedures concerning entitlement determination and appeals
- Umpire's Decisions (Canadian Umpire Benefits - CUB) - published decisions of the Umpire on particular cases involving entitlement to unemployment insurance benefits
- Index of Umpire Decisions - pertinent decisions handed down by Umpires, the Federal Court of Canada and the Supreme Court since 1971 on entitlement to unemployment insurance benefits
- Investigations and Control Manual - policies, programs, directives and procedures governing the investigation and control of payments made to individuals
- Employer Guide - (Automated Report on Hirings - ROH) - guidelines for employers who participate in the program for detecting

fraud and abuse by forwarding computer-generated listings of newly-hired workers to EIC

- Employer Guide (Automated Earnings Reporting System) - guidelines for employers who participate in the program for detecting fraud and abuse by forwarding employee earnings information to EIC via computer tape
- Premium Reduction Manual - policies, principles and procedures for processing applications for, and determining entitlement to, a UI premium reduction; also procedures and guidelines for auditing employers granted a reduction
- Employer Guide for Premium Reduction - guidelines for employers wishing to apply for a UI premium reduction

Benefit Policies Branch

This Branch, through three Directorates, develops legislative proposals, policies, directives and guidelines governing the eligibility for, and the payment of UI benefits, training, mobility and immigration assistance allowances to individuals. The Branch also develops and maintains an appeal system for the Commission, employers and dissatisfied claimants. Similarly, the Branch develops legislative proposals, policies and guidelines for granting UI premium reductions to employers, for reviewing decisions denying a reduction and for auditing employers granted a reduction.

Policy and Legislation Development Directorate

This Directorate develops policies related to the payment of UI benefits, the payment of training and mobility allowances to certain individuals and settlement allowances to immigrants, the coverage and insurability of employed persons, and the granting of UI premium reductions to employers. In addition, the Directorate develops the UI legislation required for implementing these policies and processes them through the Commission, the Department of Justice and ultimately the Governor in Council or Parliament. The above involves the review and analysis of briefs submitted to the Commission, the preparation of discussion and position papers, and liaison with the provinces and other countries on matters affecting UI legislation.

Classes of Records

EIC-320

Policy and Legislation Development

Description: Policies, draft legislation and correspondence related to the UI program and other benefits or allowances provided by EIC. *Topics:* Legislative reviews, procedures, information and policy papers on eligibility for sickness and maternity benefits; entitlement to benefit, payments to certain classes of individuals such as students and teachers, deceased or incapacitated claimants, monies considered as earnings for benefit purposes, payment of allowances to employers providing training programs or to persons undertaking approved training, mobility grants, settlement allowances to immigrants, coverage and insurability of employed workers and the granting of UI premium reductions to employers.

EIC-330

Briefs and Representations

Description: Information on recommendations for change in the UI program and legislation. *Topics:* Views and reaction to UI legislation; briefs on amendments to programs or legislation received from interested parties.

Benefit Entitlement Directorate

This Directorate develops and issues national policies, programs and guidelines on the entitlement to, and the payment of, UI benefits to individuals who are unemployed and to workers who are off work due to sickness, disability or pregnancy. The Directorate also prepares and distributes circulars and work instruments for use by UI agents and provides guidance or decisions to the regions in complex cases. Case analyses with national application are prepared and distributed to the field for reference purposes.

The Directorate also develops legislative proposals, policies and guidelines pertaining to the UI premium reduction program, determines entitlement to such reductions by employers with qualified wage loss replacement plans, develops and administers a review system for employers and audits employers granted a reduction.

EIC-340

Benefit Entitlement

Description: Policies and correspondence concerning entitlement. *Topics:* Eligibility for benefits; interruption of earnings; antedating of an application; week of unemployment; earnings; voluntarily leaving an employment; misconduct; labour disputes; refusal of employment; availability; making application in the prescribed manner; inmates of prisons; residence outside Canada; sickness; maternity; entitlement at age 65; fishermen; other benefits (such as supplemental unemployment benefits); retroactivity of decisions; financial penalties under Section 47 of the UI Act; boards of referees.

N.B.: For more information on the above, consult the Digest of Benefit Entitlement Principles.

EIC-350

Ancillary Policies on Benefit Entitlement

Description: Policies and correspondence on issues not included under the previous class of records. *Topics:* Work sharing arrangements; job creation; courses of instruction; entitlement to benefit for teachers; overpayments resulting from retroactive decisions.

EIC-360

Benefit Entitlement - Claims Analyses

Description: Case files containing recommendations and decisions on complex or unique situations. *Topics:* Legislative and regulatory basis for the area of concern; background and jurisprudence; relevant data of the case; decision and rationale.

EIC-370

Employer Registration (Premium Reduction Program)

Description: Information on the granting and control of UI premium reductions for employers with qualified wage loss replacement plans. *Topics:* Legislative and regulatory proposals; policy statements; operational procedures; employer files containing applications, documentation, inquiries, complaints, appeals; general inquiries; internal quality control; development of an approach to auditing employers; audit reports; monthly microfilm and microfiche listings of employers with qualified or non-qualified wage loss replacement plans; operational and statistical reports. *Storage Medium:* Employer listings on microfilm and microfiche; certain statistical reports on magnetic tape or disk. *Special Access Note:* All files are located in the Employer Registration Division, Vanier, Ontario; microfilm and microfiche employer listings are also available at local offices.

Appeals Directorate

This Directorate develops and maintains a national UI appeal system. This includes developing and implementing national policies and

programs arising from legislation and established jurisprudence. The Directorate also provides all services necessary to process appeals at each level of the system, namely, the Board of Referees, the Umpire and the Federal Court of Appeal. Canadian Umpire Benefit Decisions (CUBs) are published and provided to the field for reference purposes.

EIC-380

Appeals

Description: Policies, procedures and correspondence on the national appeals system. *Topics:* Policies and programs related to appeals to the Board of Referees, the Umpire and the Federal Court of Appeals; procedures for each level of the appeal process; appeal files containing documentation related to the point at issue; files containing decisions handed down; analyses of the Umpire's decisions; publication and distribution of Umpire's decisions; individual requests for guidance; activity reports.

Control Branch

The Branch, through its four components, develops, tests and executes policies, programs and procedures for the prevention, detection and deterrence of fraud and abuse in the areas of UI benefits, allowances paid to full-time trainees under the National Training Program, mobility assistance to workers, and settlement assistance to immigrants. The Branch also develops priorities and objectives for the various control activities and assesses overall control performance.

Control Policy Directorate

This Directorate reviews and develops policies and guidelines for the investigation and control of payments made under the legislation governing unemployment insurance, institutional and industrial training, mobility and immigration settlement assistance. The Directorate also provides functional guidance to the regions.

EIC-390

Control Policy

Description: Policies, recommendations, correspondence on investigations, prosecutions, administrative penalties, exchanges of information and co-operation in the area of investigations and control. *Topics:* Analysis of problems and issues; analysis of institutional and operational impact; policies on investigations and prosecutions; also policies and strategies - agriculture, fishing, fur trapping; policies governing the conduct of investigators, the exchange of information with federal departments, the provinces or law enforcement agencies; liaison with internal organizational components.

Planning and Co-ordination Directorate

This Directorate develops and maintains the overall plans and strategies and co-ordinates the various activities, within the Control Branch. It also develops operational guidelines, sets priorities and objectives, and by means of an information system, assesses the performance of the Branch.

EIC-400

Planning and Co-ordination

Description: Information on overall planning and co-ordination of activities and strategies. *Topics:* Control strategies for the 80s; consultations on national and regional goals and objectives; minutes of meetings of the Planning and Co-ordination Committee, of the Performance Measurement Committee; minutes of national conferences, meetings and seminars; operational planning activities; project outlines; misuse and abuse - random sampling; deterrence activities;

Canada Employment and Immigration Commission

studies on offences under the UI Act; liaison with other law enforcement agencies; general matters dealing with control of abuse and fraud; analysis of operational statistics; prosecutions and fines; financial penalties under Section 47 of the Act; criminal activities. *Storage Medium:* Magnetic tape or disk for certain statistical or activities reports.

Control Programs Directorate

This Directorate identifies, researches, develops, implements and maintains programs, strategies and guidelines to detect, deter and prevent abuse and fraud in the payment of UI benefits, training allowances, mobility assistance and immigration settlement assistance. This includes computerized and non-computerized programs and systems directed at national, regional and local levels. It also develops, implements and maintains a national Quality Control Program, an Investigation and Control Officer Training Program, an Investigation and Control Manual, and other ancillary services necessary to the control function in the field.

Classes of Records

EIC-410

Control Programs

Description: Information on procedures, and correspondence on investigations and prosecutions. *Topics:* Guidelines on investigations; authority of investigators; third-party or anonymous information; liaison with law enforcement agencies; financial penalties provided for under Section 47 of the UI Act; guidelines and procedures for prosecutions; operational and statistical reports.

EIC-420

Control Programs - Payment of UI Benefits

Description: Information on guidelines and strategies for the development of control programs. *Topics:* Voluntary disclosures; research projects; pilot projects like the Family Allowance-UI Benefit File match; control program proposals; approved programs and lead-gathering initiatives for detecting and preventing fraud and abuse; control programs for certain industries, occupations or special classes, e.g., agriculture, fur trapping, forest fire fighters, multiple UI claims, undeliverable T4Us.

EIC-430

Control Programs Other than UI Benefits

Description: Information on the development and implementation of control measures for programs other than UI benefits. *Topics:* Guidelines and correspondence on the control of benefits provided by EIC in the following areas: Canada Manpower Mobility Program - financial aid to workers moving to areas where their skills are needed; National Industrial Training Program - payment of part of the training costs for employers subscribing to approved training projects; National Institutional Training Program - income support to full-time trainees on approved adult occupational training projects; Immigration Settlement Assistance - financial aid to immigrants adapting to life in Canada. *Storage Medium:* Manpower and immigration data on magnetic tape or disk.

EIC-440

Control Programs - Record of Employment

Description: Guidelines and correspondence on the development of controls for the Record of Employment (ROE). *Topics:* Distribution control of ROE forms; investigation of late completions by employers; detection of fraud by validating ROE forms received against ROE forms issued; detection of fraud and abuse by matching employment and earnings information on the ROE form against employment and earnings information declared by UI claimants (computer post-audit);

liaison with Revenue Canada Taxation. Special Access Notes: Records may also be located in the Computer Centre at Headquarters or in one of more of the five Regional Computer Centres (Moncton, N.B.; Montreal, P.Q.; Belleville, Ontario; Winnipeg, Manitoba; Vancouver, B.C.)

EIC-450

Control Programs - Social Insurance Numbers

Description: Information on the development of controls for the Social Insurance Number (SIN). *Topics:* General correspondence; discussion papers; inquiries; investigations on the issue of SINs to immigrants who are not permanent residents; issue of distinctive SINs (commencing with a "9") to Canadian citizens; persons with multiple SINs; possible fraud involving SINs of deceased persons; transmission of questionable SINs.

Report on Hirings Directorate

This Directorate develops and maintains control programs based on periodic reports from employers on the hiring or employment of workers. The Directorate enters into agreements with employers on behalf of the Commission and uses the data on unreported work or earnings to prevent or reduce the incidence of improper benefit payments. Strategies, systems and procedures are developed and implemented as appropriate.

EIC-460

Report on Hirings (ROH)

Description: General correspondence on the ROH program and activities. *Topics:* Correspondence on ROH policy; pilot projects; program publicity; evaluation of the program and its impact as a deterrent to fraud; reports and meetings with regions on monitoring; legal implications of policy matters.

EIC-470

Manual Report on Hirings

Description: Manual system used by employers to report hirings. *Topics:* Problems and revisions of the manual sub-system; interface with the computer group (National Systems and Services).

EIC-480

Automated Earnings Reporting System

Description: System used by employers to report earnings information to the Commission by computer tape. *Topics:* Problems and revisions of the computerized sub-system; testing procedures; systems interface with the computer group; reports on possible overpayments of UI benefits.

EIC-490

Automated Report on Hirings

Description: System used by employers to report hirings by computer printouts or punch cards. *Topics:* Guidance to participating employers; interface with individual employers on the computerized programs.

Labour Market Development Group

This Group, comprising four Branches of twenty Directorates, designs and administers programs to improve employment opportunities in the Canadian labour market. The programs - either operated directly by the Group or purchased from provincial governments through negotiated agreement - deal with skills training; apprenticeship

Canada Employment and Immigration Commission

courses; technical or financial assistance; community-based employment incentives; and job-creation schemes for student, adult, community or disadvantaged workers.

The Group assesses the impact of the Immigration program on the labour market, so that Canadian labour is given priority over foreign workers entering Canada. It assists community organizations, government institutions and the private sector - both management and labour - in their manpower planning and labour adjustment problems.

Manuals

- Employment Manual (EA) - five volumes in fifty chapters, covering the following:
 - legislative component, including the Unemployment Insurance Act, Part VII, the National Employment Service Regulations excerpts from the Canadian Human Rights Act, and the National Training Act and Regulations;
 - labour market information, including the Canadian Classification and Dictionary of Occupations, the Occupational Shortages Survey, the Layoff Reporting System, industrial disputes, and policies and procedures on the recruitment of foreign workers;
 - guidelines, policies, procedures, documentation requirements and agreements related to various types of National Training Programs;
 - background information, guidelines, procedures and agreements on employment programs in the industrial and agricultural sector;
 - information, guidelines, terms and conditions of agreements related to various types of employment development programs at the community level

EIC-500

Labour Market Development

Description: Policy and correspondence on general programs and activities. *Topics:* Correspondence on labour market policies, priorities, guidelines and programs; briefs, submissions, reports and other documentation related to labour market strategies, policies and programs; documentation on federal-provincial negotiations and agreements on training programs and strategies; minutes of operational meetings, standing or other committees, conferences, task forces, and seminars conducted in consultation with other government institutions, associations, private sector firms and community bodies; certification of educational institutions and accreditation of training courses.

Training Branch

This Branch, through six component Directorates, establishes policy, sets priorities and provides guidance to Regional Offices on the administration of training programs set up under federal-provincial training agreements and in accordance with the National Training Act. This Act permits the Branch to purchase for its clients space, or "seats," in provincially or privately operated training courses, to teach skills in occupations for which there is demand, and to contract with employers and groups to provide on-the-job occupational training. The Branch ensures that training agreements are consistent with EIC objectives and with the needs of the labour market; that training allowances are determined; and that training programs are certified, monitored and evaluated. It also makes recommendations to EIC on

regional allocations of program funds, annual training plans and the directions training strategies should take to meet occupational needs.

Manuals

- Federal-Provincial Training Agreements - guidelines on the negotiation and administration of federal-provincial training agreements, for regional office use

Classes of Records

EIC-510

Training

Description: Information on the development of legislation, regulations, national strategies and policies relating to employment training programs. *Topics:* Negotiations and agreements - federal-provincial; policies and procedures for training agreements; courses and certifications; course evaluations and costs; background on training and employment development.

Industrial Training Directorate

This Directorate develops national policies for several industrial training programs which provide financial and consultative assistance for employers who initiate training courses for their employees. By reimbursing part of the costs employers incur, the Directorate improves the employability and earning capability of workers and the training capacity of employers. Training proposals must fall within program guidelines and meet current training priorities established according to regional needs as determined by the federal-provincial joint labour needs committees.

Classes of Records

EIC-520

Industrial Training

Description: Policy and correspondence on training contracts, applicability and program criteria. *Topics:* Policies and procedures for criteria applicability; background on employer training centres and delivery of training programs according to regional needs; descriptions of training and results; reports and minutes of committees such as the labour needs committees; operational planning.

EIC-530

Critical Trade Skills

Description: Policy and correspondence on critical trade skills training. *Topics:* Policies and procedures on developing specific training programs to alleviate critical trade skill shortages; background on the design and delivery of programs; descriptions of specific programs, both current and researched, on problems of chronic shortages.

EIC-540

Management Information System

Description: Policy and correspondence on managing program data and statistics. *Topics:* Specifications on program data requirements, nationally and by program; policy and guidelines on reporting statistics; cumulative information on industrial training; plans and models of alternate or adapted reporting systems.

EIC-550

Youth Projects

Description: Information and correspondence on training programs for disadvantaged youth. *Topics:* Policies and guidelines on youth training projects; contracts with employers who provide training

Canada Employment and Immigration Commission

centres for disadvantaged youth; description and results of training projects related to youth employability or reintegration into the labour market.

Institutional Training Directorate

This Directorate develops national policies and directions for institutional training programs and services to give workers skills to increase their employability and to meet needs of industry for suitably skilled labour, by purchasing space or "seats" for its clients from provincial governments or private institutions offering training courses. Program elements include: Occupational Skill Training, which provides skills needed to perform satisfactorily in available jobs; Basic Training for Skill Development, which raises academic levels of trainees to meet occupational training course or job entrance requirements; Job Readiness Training, which helps trainees overcome special barriers to employment by providing the opportunity to learn basic skills necessary to find and hold suitable employment; Work Adjustment Training, which is designed to provide short periods of assistance to workers whose attitudes and work habits conflict with the requirements of employers; Apprenticeship Training, which provides classroom instruction for registered apprentices; and Language Training, which enables immigrants and Canadian migrants to learn either of the official languages of Canada in order to compete for secure employment in their usual occupation.

Classes of Records

EIC-560

Institutional Training

Description: Information and correspondence on criterial applicability, institutional training, allowances, and agreement with institutions. *Topics:* Policies and procedures on criterial applicability; background on Training Allowances, Apprenticeship Training under the National Training Act; background on Basic Training, Job Readiness and other programs; description and results of all training programs; and reports and documentation on institutional training generally.

EIC-570

Allowances and Programs

Description: Information and correspondence on various institutional training programs. *Topics:* Criterial applicability, policies and procedures on training allowances and programs; correspondence on National Training, Basic Job Readiness and Basic Training for Skills Development; information and skills certification by occupational need, job readiness training and course preparation.

Course Assessment and Improvement Directorate

This Directorate provides consultative services and assessments of the quality of training courses for improving employment training in Canada. It also provides secretariat services for the Interprovincial Standards Program (Red Seal) which aims to produce standards of training and certification for journeymen in most trades coming under provincial trade workers' qualifications legislation.

Program Analysis and Information Directorate

This Directorate designs and operates the Employment Training Computer Information Systems which provide statistical data. It develops specifications of national program data requirements and provides guidance on determining the costs of courses and programs. It prepares program data and reports on program activities, and assesses the operational effectiveness of training programs.

Program Policy Review and Development Directorate

This Directorate develops and recommends national policy directions in response to labour market trends; develops recommendations on the preparation of legislation and federal-provincial training agreements; assists in the negotiation of such agreements; and co-ordinates, develops and recommends national responses to requests related to training from international bodies.

Program Development and Implementation Directorate

This Directorate develops and implements new industry-based training programs to meet identified needs of skilled workers; assesses the impact of initiatives or delivery models and assists in the evaluation process to determine longer-term viability to meet program objectives; plans and co-ordinates the integration of successful initiatives and delivery models into existing programs and administers the Skills Growth Fund (SGF), established to bring about more rapid increase in the training capacity for key skills associated with occupations of national importance designated under Subsection 2(3) of the National Training Act. The SGF's purpose is to make funds available for establishing, converting, or expanding facilities to provide such training. It also encourages the establishment of occupational training centres for target groups who need specially adapted training to overcome particular employment barriers.

EIC-580

Skills Growth Fund

Description: Policies, procedures and correspondence on criterial applicability; also applicant files. *Topics:* Background on training facility expansion and costs; project proposal assessment and disposition; agreements with provinces and non-profit organizations.

Labour Market Planning and Adjustment Branch

This Branch assists in developing productive utilization of the Canadian labour force. It induces the private sector to undertake manpower planning, to assume greater responsibility for developing and training workers to meet their manpower needs, and ensures that in the development of policies and programs of other governmental agencies, consideration is given to their effects on the labour market. The Branch ensures that labour market aspects of the immigration program reflect the needs of the labour market.

The Branch manages the Manpower Consultative Service (MCS) which assists management and labour to deal jointly with manpower adjustment problems arising from technological and economic industrial change. It administers the Canada Agriculture Manpower Program designed to achieve optimum utilization of Canada's human resources for the agricultural labour market. The major elements of this Program include: Canada Farm Labour Pools, Local Agricultural Manpower Boards, Foreign Seasonal Agricultural Workers Programs and Federal-Provincial Agricultural Employment Development Agreements. The Branch exercises overall policy development and program co-ordination for the Industry and Labour Adjustment Program (ILAP) and the Work Sharing Program, and is EIC's support on the Canadian Industrial Renewal Board (CIRB). It also is EIC's representative on the Enterprise Development Board and the Regional Development Incentives Advisory Board, and publishes the Monthly Lay-off Report.

EIC-590

Labour Market Planning and Adjustment

Description: Policies and procedures, information and correspondence

Canada Employment and Immigration Commission

on labour market planning and adjustment. *Topics:* Strategies, action plans and negotiations with firms and industries in labour market planning; new development; correspondence and reports on development initiatives such as Northern activities.

Manpower Consultative Services Directorate

The Manpower Consultative Services (MCS) encourages joint action by employers and their employees to deal with manpower adjustment problems within their establishments. Incentives are made available to encourage employers to work with their employees to devise internal remedies for worker dislocations due to technological and other industrial changes, including mass layoffs. Adjustment committees of management and labour are set up with the assistance of EIC. Financial assistance is also provided to employers who incur costs in transferring workers to other localities. MCS negotiates and administers agreements, co-ordinates policy development for the Work Sharing Program, and prepares the Monthly Lay-off Report.

EIC-600

Labour Market Planning and Adjustment

Description: Correspondence, information and agreements on assessment and minimization of specific manpower problems. *Topics:* Documentation on specific problems such as plant expansion, results of technological changes, low productivity, plant closure and layoffs.

Industry and Labour Adjustment Program Directorate (ILAP)

This Program has two major components: labour and industry-oriented measures which are generally available, and specific adjustment measures for labour and industry in selected communities. Through a highly selective community-based approach, this Directorate helps designated communities reduce to acceptable levels the unusually high economic and social costs of adjustment. Adjustment measures generally comprise three programs: Improved Critical Trade Skills Training (ICTST); Industry - Specific Adjustment; and Canada Labour Code Amendments. The Community-Based Industry and Labour Adjustment measures, available in designated communities, include programs encouraging retraining of workers and re-employment of older workers, to provide temporary employment in other communities; and programs providing financial assistance to firms creating employment opportunities in designated communities.

EIC-610

Labour Market Planning and Adjustment - Industry and Labour Adjustment Program (ILAP)

Description: Policies, correspondence and agreements on new industrial assistance measures designed to support industrial restructuring and manpower retraining. *Topics:* Various industrial assistance measures involving programs of three separate Departments - Employment and Immigration; Industry, Trade and Commerce; and Labour Canada.

Manpower Planning Directorate

Three manpower planning components make up this Directorate: Energy, Construction and Agriculture; Manufacturing and Foreign Worker Policy; and Resources and Services. Manpower planning ensures that the private sector, both management and labour, identifies its future manpower requirements as well as develops and implements the measures necessary to meet its immediate and long-term manpower needs. The Directorate encourages organizations to integrate manpower planning with their overall corporate planning process and assists them in implementing their manpower plans by appropriate application of EIC programs and services. EIC manpower

consultants maintain liaison with national and provincial employer associations, unions and other government departments responsible for economic development. They collect and analyze industrial manpower information with emphasis on industrial occupational trends having a bearing on EIC's operations.

Manpower Planning Directorate (Energy, Construction and Agriculture)

This component encourages and assists energy, construction and agricultural industry employers and unions to plan for future manpower requirements and to make more productive use of the existing labour force; consults and negotiates with agricultural organizations, foreign governments, and federal and provincial authorities, providing policy input on other federal programs applicable to the agricultural industry; and administers the Canada Farm Labour Pools, Local Agriculture Manpower Boards, Federal-Provincial Agricultural Employment Agreements, and the Caribbean and Mexican Seasonal Agricultural Worker Programs.

Classes of Records

EIC-620

Energy

Description: Policies, documentation on development of strategies, action plans and information on negotiations with the oil and gas industry, associations, organizations and companies. *Topics:* Energy projects; negotiations with oil and gas firms on manpower planning activities; studies on oil and gas exploration and development; policy co-ordination with the Canada Oil and Gas Lands Administration; interdepartmental initiatives and co-ordination.

EIC-630

Construction

Description: Correspondence and exchange of information with construction industries in Canada and union transactions. *Topics:* Negotiations with the construction industry in manpower planning; manpower planning related to the Alaska Highway Gas Pipeline construction; exchange of information with associations, councils and institutions on construction industry activities; studies on various phases of engineering construction; exchanges of information with individual firms on construction industry activities; provincial housing construction; studies and other aspects of the construction industry as it relates to unions and industrial relations; negotiations with major sponsor-contractors on manpower planning for energy "mega-projects" and for oil and gas exploration and production; documentation affecting EIC's presence on the Committee on Mega-project Industrial and Regional Benefits.

EIC-640

Agriculture

Description: Policies, documentation and correspondence on the development of strategies, action plans and negotiations with the agricultural industry and associations, organizations and companies. *Topics:* Associations, organizations, companies; Canada Farm Labour Pools; Caribbean Seasonal Workers; Federal-Provincial Agreements; Local Agricultural Manpower Boards; Mexican Seasonal Workers; Young Canadians. *Retrievability:* General files arranged by subject; associations, organizations, companies - by name; Canada Farm Labour Pools - by labour pool; Local Agricultural Manpower Boards - by region.

Canada Employment and Immigration Commission

Manpower Planning Directorate (Resources and Services)

This component assists employers and unions in the resource and service sectors to plan for future manpower requirements and make more productive use of the existing labour force. It also assists EIC to minimize adverse effects on both workers and communities using its resources, and to formulate and apply labour market policies and programs throughout Canada. In addition, it assists other federal departments in developing economic, industrial and regional development resource and service industry policies for the labour market.

Classes of Records

EIC-650 Resources

Description: Policies and procedures, information and correspondence on resources generally and on activities related to fishing, trapping, forestry, mines, quarries and petroleum. *Topics:* Commercial fishing; hunting and trapping; forestry patrol, fire fighting, forest nurseries, reforestation; minerals, non-metallic mines, iron, uranium, silver, zinc, gold mines and quarries; offshore and inland oil, gas explorations and well drilling.

EIC-660 Services

Description: Policies and procedures, information and correspondence on the service industry. *Topics:* Strategies, action plans and negotiations with the service industry; various hospitality services, including consultant services, personal services (barber and beauty shops); accommodation and food services; transportation services, including freight, express or mail, by land, rail, air and sea; generation of electric power, gas distribution, natural or manufactured water systems, both household and irrigation.

Manpower Planning Directorate (Manufacturing and Foreign Worker Policy)

This component assists employers and unions of manufacturing industries to plan for future manpower requirements; develops and recommends labour market policies and guidelines related to the employment of foreign workers in all industrial sectors; and administers the Foreign Worker Policy Program, which supplements Canada's labour force as required to meet necessary demographic, economic and social objectives.

Classes of Records

EIC-670 Manufacturing

Description: Policies and procedures, information and correspondence on manufacturing activities. *Topics:* Strategies and negotiations with the manufacturing industry; manpower planning activities in the aircraft manufacturing, assembly and service industry; appliance manufacturing industry - small household appliances, refrigerators, washing machines, radios, televisions; chemical, glass and plastics industry - fertilizers, cleaning compounds, medicines, paints; electronics industry - computers, telecommunications equipment, photocopiers; food and beverage processing industry - processors of meat, fish, dairy products, fruit, vegetables, alcoholic beverages; primary metal; metal fabricating; farm and industrial machinery manufacturing; motor vehicle and parts manufacturing and assembly; rubber products manufacturing; commercial and military shipbuilding industry.

EIC-680 Foreign Workers Policy

Description: Policies and procedures, information and correspondence related to the recruitment and use of foreign workers in specific occupational groups.

Employment Development Branch

This Branch, through current component directorates, develops and implements national plans, policies and procedures for employment development programs within EIC. Job creation programs include the Local Employment Assistance Program (LEAP), the Local Economic Development Assistance Program (LEDA), the New Technology Employment Program (NTEP), Canada Community Services Projects (CCSP), Summer Canada, the Student Employment Program, and the Section 38 UI Job Creation Program.

EIC-690 Employment Development

Description: Policies, guidelines and correspondence on employment development. *Topics:* Description of job creation programs.

Canada Community Development Projects (CCDP) Directorate

This program supports local organizations in developing and managing activities creating short-term employment opportunities. The Directorate creates new jobs enabling the unemployed to use their skills in work which has continuing and genuine value to the individual and the community, as a program reducing employment disadvantages of women, youth, native people and persons with physical disabilities. (Its predecessor was Canada Works, introduced in 1977 as part of the government's five-year employment strategy. Canada Works, like CCDP, was a direct job creation program which was terminated in 1979.)

Canada Community Service Projects Directorate

This long-term employment program can provide funding over three years to create jobs for the unemployed through non-profit organizations. It assists these organizations to meet many social needs during times of significant and continuing expenditure restraints. Jobs created stress community services, particularly in activities concerning problems faced by women, native people and immigrants.

EIC-700 Community Development, Employment and Services

Description: Policies and guidelines, documentation, correspondence and information on Community Employment Development Programs. *Topics:* Canada Community Development Program; community development projects in fields of energy and environmental conservation; tourism and recreation; native employment; housing; community restoration and commercial development; Community Employment Program; emergency job creation projects; Canada Community Services; community service projects - day care, crisis services, home care for the elderly, immigrant services, immigrants and native people entering or re-entering the labour force. *Storage Medium:* Magnetic disks for project data and financial and statistical reports.

EIC-710 Canada Works (terminated 1979)

Description: Policies, guidelines and correspondence on the Canada

Works Program and financial data. *Topics:* Development and management of community projects; job creation projects in various areas; documentation and financial data on projects.

Local Employment Assistance Program (LEAP) Directorate

This permanent program creates employment opportunities for those who, despite normal opportunities in the labour market, remain unemployed, and provides them with abilities and skills necessary to seek and secure jobs. Target groups include the disadvantaged, native groups, youth, women, the disabled, the chronically unemployed and the geographically isolated.

EIC-720

Local Employment Assistance Program

Description: Policies, guidelines and correspondence on LEAP. *Topics:* LEAP projects; fiances.

Local Economic Development Assistance Program (LEDA) Directorate

This pilot program began in 1980 to assist in the development of continuing private sector jobs in selected communities. It increases the number of businesses in the community, increases the flow of business investment there, and decreases corporations' administrative dependence on the federal government. It focuses on rural and semi-rural areas with populations of less than 50,000 and potential for increased business activity. By funding such communities, the federal government establishes local economic development corporations to accelerate community-based economic development where such a process has started and is experiencing some success.

Manuals

- LEDA - Administrative Procedures Manual and Employment

Classes of Records

EIC-730

Local Economic Development Assistance

Description: Policies, procedures, guidelines and correspondence on LEDA. *Topics:* Projects; documentation and information on LEDA corporations and finance.

New Technology Employment Program Directorate

This program creates jobs for highly educated graduates unable to find employment in scientific and technical fields and provides small-scale organizations with wage subsidies to create new jobs in research and development in priority areas. It also supports activities in developing and applying technological innovations in manufacturing, product and process development, and in the development and application of small-scale conservation programs and alternate energy technologies.

EIC-740

New Technology Employment Program

Description: Policies and guidelines, correspondence and information on New Technology Employment Program. *Topics:* Correspondence

with business, industrial and manufacturing organizations; documentation on assistance provided.

Summer Canada-Student Employment Program Directorate

This program replaced the Summer Youth Employment Program. It provides seasonal employment for students in summer by creating jobs in addition to those currently in place. It creates jobs which require or elicit initiative, responsibility, work habits or skills of student employees, and which provide employment in activities readily undertaken by the student clientele in the locality. It supports projects proposed by established organizations, local governments and federal departments and agencies.

EIC-750

Summer Canada-Student Employment Program

Description: Policies, guidelines, documentation and correspondence on the Summer Canada Program. *Topics:* Program criteria and operational guidelines for implementing Summer Canada; project documentation.

EIC-760

Young Canada Works (terminated in 1979)

Description: Policies, correspondence and financial information on the Young Canada Works Program. *Topics:* Procedural guidelines for implementing Young Canada Works; project information and documentation.

Section 38 UI Job Creation Program Directorate

This program uses income maintenance expenditures to create assets of value to the community and to ensure continued utilization of the skills of laid-off workers receiving UI benefits and with poor prospects of alternative employment in the short-term.

EIC-770

Development Use of UI Funds

Description: Policies, guidelines, documentation, correspondence and information on the Section 38 UI Job Creation Program. *Topics:* Projects; financial reports.

Program Development and Planning Services Directorate

This Directorate's two units provide development and planning services respectively. The Program Development Service provides environmental scanning, information and planning analysis services to Branch management. The Program Planning Service provides program design, adaptation and modification services for new and existing programs. This unit co-ordinates Branch involvement in the EIC corporate planning process and advises on matters related to performance measurement indicators and resource forecasting in Branch programs.

A Management Information Service (MIS) develops, maintains, and monitors information systems supporting Branch programs to ensure consistent and compatible use of data and forms.

Manuals

- CORPLAN Manuals Performance Measurement Indicators Manuals

Canada Employment and Immigration Commission

Program Services Directorate

This Directorate provides services to the Employment Development Branch through four units - Administrative Services; Correspondence and Documentation Services; Forms Design and Distribution; and Program Close-Out and Control, which manages and monitors the completion of projects and their approval.

Employment Incentives Branch

This Branch directs and co-ordinates the development of policies, guidelines and programs designed to enhance employment opportunities through subsidies or tax credits to private sector employers, and stimulates employment in the private sector of the economy. It manages the programs described below.

Employment Tax Credit Program

This Program, launched in 1978 and terminated in 1981, provided tax credits to employers who created and filled new jobs in addition to their normal work force, and which would not have been created without the support of the program.

Portable Wage Subsidy Program

This Program, part of the government's Industrial and Labour Adjustment Program, was introduced in 1981. It enables re-employment of older workers (46 and over) laid off from industry sectors or communities designated by Cabinet as areas eligible for industrial and labour adjustment measures. The program offers a wage subsidy for 12 months, payable to any employer who hires an eligible worker.

Program for the Employment - Disadvantaged

This Program, introduced in 1981, stimulates private sector employment for the mentally and physically handicapped and other employment-disadvantaged persons facing difficulties in obtaining continuing employment. It provides a three-phase wage subsidy and reimbursement of other related costs to private sector employers hiring eligible workers.

In addition, the Branch administered two other Programs now terminated, Job Exploration for Students and Job Experience Training, designed to provide employment incentives for youth in summer. The first provided potential secondary school dropouts with exposure to the labour market, to allow them to make an informed and realistic career decision. The second assisted young people (aged 15-19) less than one year out of the regular school system who were encountering difficulty in entering the labour market.

EIC-780

Employment Incentive Programs

Description: Policies and procedures, correspondence and documentation on employment incentive programs. *Topics:* Employment for the disadvantaged; Employment Tax Credit; portable wage subsidies; Job Exploration for Students and Job Experience Training Programs.

Employment and Insurance Group

This Group develops and promulgates policies, guidelines and procedures for the delivery of employment and insurance services to Regional and Field Offices. The Group also develops and promulgates policies, guidelines and procedures to meet the needs of particular client groups such as women, natives, youth and other individuals who

are considered disadvantaged. Other responsibilities include the monitoring and analysis of all such services offered by EIC.

Manuals

- Policy Guidelines (MANUIC I) - approved EIC policies for administering the payment or the granting of benefits to individuals and employers; also contains policies dealing with disciplinary measures when the Act is contravened, criminal activities, disruption of postal services, appeal issues and protection and safety of EIC employees
- Employment Manual (EA) - policies, procedures and guidelines for the employment services offered by EIC
- Benefit Manual (MANUIC IV) - procedures governing the processing of initial, renewal and revised claims for UI benefit and related appeals
- Dictionary of Medical Yardsticks - used in determining entitlement to sickness benefits; contains normal periods of incapacity for some 500 incapacitating conditions

Employment and Insurance Services Branch

This Branch is responsible for the uniform application of employment and insurance programs delivered through the Canada Employment Centres (CECs). It is also responsible for developing program policies pertaining to the placement service, Canada Manpower Mobility, national job clearance activity, UI benefit operational policy and the related medical advisory services for sickness and maternity claims. Other responsibilities include the development of policies and guidelines for UI coverage and premiums and supplemental unemployment benefits, the co-ordination of programs concerning Interstate, pre-retirement and other similar benefits.

Operations Planning and Procedures Division

This Division provides advice on the delivery of integrated employment and insurance services in CECs. It assists in the development of policies on organizational structure, human resource utilization and allocation of functions within the CECs. The Division also reviews, arranges for testing and piloting of proposed program, policy and procedural changes, and identifies operational requirements for automated client delivery systems. Other responsibilities include the development of policy and procedures on the issue of directives and control of the Employment Manual.

EIC-790

Operations Planning and Procedures

Description: Information on policies and procedures for an integrated employment and insurance delivery service. *Topics:* Correspondence on integration in the regions and the CECs; consultations with the regional and other organizational components at National Headquarters; delivery of service through CECs; discussion and policy papers on integrated services; integrated operational procedures.

Employment Operations Policy Directorate

This Directorate develops operational policies and guidelines for the delivery of employment services and programs to employers and workers through the CECs. The Directorate provides guidance on the impact of federal and provincial Human Rights legislation on the placement services of the CECs. In addition, it acts as a focal point for advice and resolution of operational problems.

Canada Employment and Immigration Commission

EIC-800

Employment Operations Policy

Description: Information on the operational policy concerning the delivery of employment services and programs. *Topics:* Employment programs - training, mobility, youth, native employment, local employment assistance programs; CECs in the 1980s; reports on employee records improvement, review of application forms, improvements to the registration process and Job Information Centre (JIC); guidance on federal and provincial Human Rights legislation; operational policies; statistical and activity reports. *Storage Medium:* Client information on magnetic tape.

Mobility and Clearance Directorate

This Directorate designs and administers the Canada Manpower Mobility Program (CMMP) and the National Job Bank (NJB) clearance system.

The Program provides financial assistance for unemployed workers who move to geographical areas where jobs are available. The NJB, a computerized clearance system, provides the means for workers to find suitable jobs and employers to find suitable workers in geographical areas across the country, when workers or jobs are not available locally. The NJB is controlled in Ottawa; its job information is available through CECs.

Classes of Records

EIC-810

Mobility

Description: Information on the administration of the Canada Manpower Mobility Program. *Topics:* General correspondence; mobility in other countries; labour mobility studies; policy proposals; operational procedures; guidance to the regions; liaison with National Headquarters (NHQ) systems groups; financial and statistical reports.

EIC-820

Clearance

Description: Information on the administration of the National Job Bank clearance system. *Topics:* General correspondence; liaison with other NHQ components to discuss program requirements; operational procedures; guidance to the regions; management and statistical reports.

Medical Advisory Division

This Division formulates, develops and tests operating policies and develops policy guidelines on claims for sickness and maternity benefits. The Division also acts as a co-ordinating body for medical claims submitted for the attention of the Medical Advisors.

EIC-830

Medical Advisory Services

Description: Information on operating policies pertaining to sickness and maternity claims. *Topics:* Correspondence with the medical profession at large or with medical associations; guidance to regions on independent medical examiners; schedule of medical fees by the provinces; fees for independent medical examiners; operational procedures; copies of case files containing medical claim documents; activity and statistical reports.

Insurance Operations Policy Directorate

This Directorate develops, tests and institutes national insurance operational policies and programs related to the claims processing

cycle and associated functions, such as the Record of Employment (ROE) and Employment Market Information Services. Other responsibilities include a quality control and quality assurance program for ensuring adherence to policy directives and guidelines, identification of the need for and development of the necessary forms for the processing of claims, and external liaison activities to guide and advise claimant, union and industrial groups.

EIC-840

Insurance Operations Policy

Description: Operational policies on the delivery of insurance services and programs. *Topics:* Procedures and guidelines on claims for benefit-variable entrance requirements; combined application form; backdating of claims; fishing benefits; entitlement at age 65; work sharing arrangements; assignment of benefits; processing of appeals; claimant interview program; early mailing of documents by claimants; recovery of overpaid benefits; impact of postal disruptions on claims processing; claimant eligibility review; transfer of claims; liaison with union hiring halls; guidelines on processing claims inquiries; hiring and remuneration of UI contract agents; guidelines for the quality control of claims processing; liaison with claimant groups, union representatives and industry; activity reports.

EIC-850

Insurance Operations Policy - Ancillary Programs

Description: Operational policies for programs supplementing the claims function. *Topics:* General information on the Record of Employment and Employment Market Information Services; liaison with employers or employee groups; minutes of the Steering Committee on the Labour Market; liaison with National Headquarters components.

Coverage and Premium Policy Division

This Division develops legislative proposals, policies and guidelines pertaining to the insurability of employment, and reviews and monitors the application of legislation by Revenue Canada Taxation (RCT). The Division also develops policies for and administers the Supplemental Unemployment Benefit (SUB) program. Other responsibilities include the co-ordination and development of procedures for the Interstate Benefit Program and the Adjustment Assistance Program (pre-retirement benefits for certain industries), and the chairing of the Review Panel for cases involving the denial of a UI premium reduction.

Classes of Records

EIC-860

Coverage and Premium Policy

Description: Policies on the insurability of employment. *Topics:* Correspondence on the insurability of employment; policy and legislative proposals; operational guidelines; agreements on the insurability of certain classes of workers; matters dealing with formal coverage rulings; insurability appeals to the Umpire; liaison with RCT; minutes of the EIC-RCT Appeal Review Committee; review of RCT rulings; premium refunds; minutes of Coverage Committee meetings; activity reports.

EIC-870

Supplement Unemployment Benefits

Description: Information on the approval of SUB plans. *Topics:* Policies and guidance activity reports.

EIC-880

Interstate Benefits

Description: Information on the Interstate Benefit program and other

Canada Employment and Immigration Commission

special arrangements. *Topics:* Correspondence with regions; correspondence with individual states of the U.S.; reciprocal agreements; liaison with U.S. Railroad Retirement Board, United Kingdom Department of Health and Social Service; operational procedures; activity reports.

EIC-890

Adjustment Assistance Benefit

Description: Information on the administration of the Adjustment Assistance Programs (AAB). *Topics:* Correspondence with the regions and Labour Canada on AAB; correspondence on the labour adjustment program; procedures for processing application for pre-retirement benefits; activity reports.

EIC-900

Review Panel (Premium Reduction)

Description: Hearings of the Review Panel. *Topics:* General administration; case files containing copies of documentation pertaining to the denial of a UI premium reduction; activity reports.

Youth and Native Employment Branch

The Branch, through two directors, develops employment policy proposals, options and strategies with respect to youth (15-24 age group) and Canadians of native ancestry (Status and Non-Status Indians and Métis). Youth program policies on the following have been developed for implementation: Canada Employment Centres for Students; Canada Employment Centres on Campus; Services to Secondary School Students; and International and Young Worker Exchange Movements. Similarly, the following have been developed to reduce the high rate of native unemployment: the Native Employment Policy and the Native Internship Program. The Branch also maintains liaison with government and non-government bodies on matters concerning youth and natives, and provides technical guidance to regions.

Classes of Records

EIC-910

Youth Employment

Description: Information on employment programs to meet the needs of youth. *Topics:* Youth strategies for the 1980s; information on youth programs in other countries; liaison with the University and College Placement Association; development of national policies, strategies and guidelines for the employment of youth - employment centres on campus, youth employment centres, international employment exchange programs, summer employment and federal-provincial initiatives in the area of co-operative education; case files for Canada-Mexico trainee exchanges containing applications, health care information, Spanish language testing and related correspondence.

EIC-920

Native Employment

Description: Information on employment programs to meet the needs of native people. *Topics:* Liaison with councils, brotherhoods, bands and associations representing native people; reports on the needs and migration of natives; liaison with other government departments; impact of Human Rights legislation on native employment; discussion papers; policies, programs and strategies on employment of natives in general, native women and youth; marketing and advertising native skills; activity reports.

Special Client Needs Directorate

This Directorate develops policies, strategies and activities to improve the employability of women and persons who have difficulty in finding and retaining employment. For disadvantaged persons not able to benefit effectively from services offered by the CECS, the Outreach Program, with the help of community-based agencies, provides a personalized employment-related service. Outreach projects are financially assisted by EIC.

Classes of Records

EIC-930

Women

Description: Policies and strategies to improve the employability of women. *Topics:* Correspondence with national women's organizations, the Committee on the Status of Women; liaison with women's groups; policies, plans and strategies related to the employment needs of women; activity reports.

EIC-940

Outreach Program

Description: Information on personalized employment-related services supported by community-based agencies. *Topics:* Project files - description of clientele and activities, estimate of human and financial resources, analysis and evaluation by Regional Review Committee, approval; activity, statistical and financial reports.

EIC-950

Other Special Clients

Description: Information on policies and strategies to improve the employability of clients other than women. *Topics:* Policies, strategies and guidelines to meet the employment needs of ex-inmates, the physically handicapped including the visually impaired, older workers and welfare recipients; liaison with government and non-government agencies having a specific interest; activity and statistical reports.

Occupational and Career Analysis and Development (OCAD) Directorate

This Directorate develops policies, methods and materials for the counselling and testing of Canadians with regard to employment and the classification of occupations in the labour market. Publications developed in support of the above include the *Canadian Classification and Dictionary of Occupations*, a systematic classification structure in which all occupations are categorized, which is used as a career counselling document.

Classes of Records

EIC-960

Occupational and Career Analysis and Development

Description: Development of programs to support the placement activity. *Topics:* Correspondence on the identification and determination of occupational skills required for employment; systems supporting the placement service; preparation and distribution of *College and University Programs in Canada*, a publication listing available educational and training programs.

EIC-970

Career Counselling

Description: Policies, methods and materials for employment counselling and testing. *Topics:* Correspondence on the counselling function;

Canada Employment and Immigration Commission

guidelines for CHOICES, a computerized information system designed to help people make informed decisions about career plans; development of job search techniques (CJST) and supporting publications; strategies leading to the achievement of client employment (PLACE) and supporting workbooks; correspondence on the testing of clients (General Aptitude Test Battery) in connection with counselling; development of the *Index to Canadian Occupations* which assists clients in identifying career goals; purchase of diagnostic services to assist counsellors. *Storage Medium*: CHOICES data on magnetic tape or disk.

EIC-980 Occupations

Description: Classification of occupations in the labour market. *Topics*: Analysis of information on occupations, trades, crafts and professions; preparation and distribution of publications such as: *Careers Canada*, *Careers Provinces*, *Canadian Occupations Entry Requirements* (used abroad to determine eligibility of prospective immigrants for employment in Canada), *Canadian Classification and Dictionary of Occupations*. *Storage Medium*: Some data is on magnetic tape.

Affirmative Action Branch

This Branch promotes the adoption of Affirmative Action (AA) plans by employers in the public and private sectors. Affirmative Action in employment is a comprehensive plan adopted by an employer to remedy systemic discrimination which may be manifested by lower wages, higher unemployment and lower occupational status for certain individuals or groups. Specifically, the Branch is responsible for the Federal Contracts Program and the Affirmative Action Strategy. The Federal Contracts Program promotes the voluntary adoption of Affirmative Action plans for women, by Crown corporations and by industries that benefit from federal contracts. The Affirmative Action Strategy promotes the voluntary adoption by the private sector of Affirmative Action plans for women, natives and the disabled.

EIC-990 Affirmative Action

Description: Information on the promotion of Affirmative Action plans in the public and private sectors. *Topics*: Branch objectives, goals and activities; AA in the 1980s (Minister); communication strategy; minutes of interdepartmental committees on AA; operational plans and studies; policies and plans for monitoring the elimination of systemic discrimination; development of training courses and seminars; activity reports.

Monitoring and Analysis Directorate

This Directorate monitors and assesses the efficiency and effectiveness of operational policies, projects and programs associated with the delivery of employment and insurance services, including programs of quality control and assurance and those affecting the speed and quality of service. The Directorate also measures, analyzes and forecasts operational performance, and responds to written and oral enquiries directed to the Minister or senior Commission officials by elected officials, the media and the public.

Classes of Records

EIC-1000 Monitoring and Analysis

Description: Information on monitoring and assessment activities. *Topics*: Goals, objectives and plans of the Directorate; minutes of the Performance Measurement Steering Committee; trend analyses; reports on monitoring, quality assurance and the appeals process.

(The Directorate makes use of the many narrative and statistical reports emanating from the program and support areas.)

EIC-1010 Inquiries

Description: Inquiries to the Minister and senior Commission officials. *Topics*: Guidelines for handling inquiries; individual files showing the receipt, processing and preparation of replies; analyses of correspondence received; statistical reports.

National Systems and Services (NSS) Group

This Group develops and executes policies, plans and programs for an integrated clerical, manual and electronic data processing (EDP) system to deliver EIC services. EDP services are provided at National Headquarters, and with the functional guidance of the Group, at EDP facilities in the regions. Other responsibilities include a management consultative service and a forms development and design service.

The Group also administers, through facilities located in Bathurst, New Brunswick, the Social Insurance Number program, and the Canadian Government Annuities program.

Manuals

Manuals used by the National Services Directorate, Bathurst, are described under that Directorate. The following manuals are developed by other NSS directorates and are used within EIC.

- Benefit Manual (MANUIC IV) - procedures for processing initial, renewal and revised claims for UI benefits
- Manual Pay System - procedures for processing non-automated payments of UI benefits
- On-Line Manuals - provide claimant, UI benefit and overpayment information through computer terminals in Regional Offices and selected CECs; also job information, employers, job seekers and referrals to employment through terminals in selected CECs
- Electronic Data Processing Manuals - operational processes for EDP installations, security policy and guidelines, standards and procedures, production control, data communications network control, and site and personnel safety procedures
- Regional Computer Centre (RCC) Manuals - procedures for processing data through EDP systems, operating the on-line programs which provide insurance and employment information, and clerical processes to effect payment of UI claims

Employment and Benefit Systems Directorate

This Directorate develops, tests and implements EDP systems supporting the employment development and employment training programs, placement services offered by CECs, and the UI benefit program which produces UI payments, overpayment reports, T4U and TP4Us, and financial and statistical reports. It also develops and implements clerical procedures for processing claims for benefits in local offices and regional computer centres. Other responsibilities include the development and maintenance of computer systems to detect and prevent fraud and abuse, and the design and implementation of the EIC micrographic system.

Canada Employment and Immigration Commission

Classes of Records

EIC-1020

Employment Development

Description: Information on systems supporting the administration of Employment Development programs. *Topics:* Correspondence with users; status reports; computer systems, associated databases and documentation for Canada Community Development, Canada Community Services, Canada Works-Young Canada Works, Employment of the Disadvantaged, Local Employment Assistance Program, Portable Wage Subsidy Program, Summer Youth Employment, and Summer Canada 1981.

EIC-1030

Employment Training

Description: Information on systems supporting the administration of the Employment Training program. *Topics:* Correspondence with users; status reports; computer systems, associated data bases and documentation for Critical Trades Skills Training, National Industrial Training Program, Accounts Receivable, and Institutional Training.

EIC-1040

Employment Client Services

Description: Information on systems supporting the administration of Employment Client Services. *Topics:* Correspondence with users; status reports; computer systems, associated data bases and documentation for the Canada Manpower Mobility Program, *Canadian Classification and Dictionary of Occupations*, *Client-Claimant Index*, the Employment Tax Credit Program, and the National Job Bank.

EIC-1050

Benefit Pay

Description: Information on systems supporting the administration of the UI benefit program. *Topics:* Correspondence with users; status reports.

EDP System

- Benefit Pay Systems - produces UI payments; updates status of claims; maintains a history of overpayments; produces monthly and quarterly statistical reports on operations, overpayments and UI fund accounting; produces T4U and TP4Us showing benefits paid and income tax deducted for each claimant; and supports associated inquiry functions in local and Regional Offices

EIC-1060

Liaison and Procedures

Description: Information on clerical procedures at CECs and regional computer centres. *Topics:* Correspondence on claims processing in local and Regional Offices; policy and systems changes that affect clerical procedures; reports of visits to Regions; training plans for new or revised procedures.

EIC-1070

Control

Description: Information on systems supporting EIC control activities. *Topics:* Correspondence with users; status reports.

EDP Systems

- Record of Employment
- Report on Hirings

- Wage Loss Insurance (Premium Reduction Program)

- Identification of unreported maternity by a benefit file-Family Allowances match

- Tracking UI debtors from EIC records

- A comparison of SINs issued and used to identify misuse

- Micrographic listings for the general control of programs

EIC-1080

Support

Description: Information on support for the implementation of Employment and Benefit EDP systems including micrographics. *Topics:* Correspondence with users and suppliers; evaluation reports.

Information Systems Directorate

This Directorate designs and implements advanced EDP systems to support EIC's long-range programs. It also develops, implements and maintains EDP systems supporting the Social Insurance Number, Canadian Government Annuities and Immigration programs, and information systems to assist management in finance, personnel, administration and operational performance. Other responsibilities include designing and acquiring computer hardware, software and data communication needs; obtaining the related servicing requirements; developing and executing EDP policy, systems and standards; and providing technical guidance.

Classes of Records

EIC-1090

Advanced Systems

Description: Information on the development and implementation of advanced technology systems. *Topics:* Research and correspondence; minutes of the Automation Steering Committee; operational problems, performance reports on the Employment and Insurance On-line systems; Treasury Board of Canada submissions; correspondence with users on software requirements for CHOICES (Computerized Heuristic Occupational Information and Career Exploration Systems).

EDP Systems

- Insurance On-line - makes available claimant, UI benefit and overpayment data via computer terminals located in local and Regional Offices

- Metropolitan Order Processing System (MOPS) - provides, via computer terminals in selected Canada Employment Centres, data on jobs available, employers, job seekers, referrals to employment and related data

EIC-1100

Social Insurance Number Registration

Description: Systems supporting administration of the SIN program. *Topics:* Correspondence with users; status reports.

EDP System

- SIN Registration Program - database of all SINs issued in Canada; used to validate SIN data; produces reports and micrographics

EIC-1110 Annuities

Description: Systems supporting administration of the Canadian Government Annuities program. *Topics:* Correspondence with users; status reports.

EDP System

- Annuities Program - produces payments, T4 slips for annuity contracts in payment, related financial, actuarial and administrative reports; database for contracts not yet in payment - includes premium collection, related reports and micrographic listings

EIC-1120 Immigration

Description: Systems supporting administration of the Immigration program. *Topics:* Correspondence with users; status reports.

EDP Systems

- Enforcement
- General Immigration Data
- Landed Immigrant Data
- Stock Inventory Control System
- Visitor Data

EIC-1130 Management Data

Description: Computerized information systems of a financial, personnel, administrative and operational performance measurement nature. *Topics:* Correspondence with users; status reports; minutes of meetings.

EDP Systems

- Assisted Passage Loans - provides for the accounting, control and billing of loans granted to immigrants
- Employment and Immigration Information System (EIIS) - financial position of commitments, advances, overall non-salary items within EIC; year-to-date financial, person-month, performance measurement information; employee information which allows production of certain personnel reports, and reports for management and central agencies
- Personnel Management Information System (PMIS) - contains details of organization, positions, salaries and personnel

EIC-1140 Hardware and Software

Description: Information on the development and design of hardware, software and data communication requirements. *Topics:* Correspondence with suppliers and service bureaus on hardware, software and data communication needs; tenders and contracts; security of EDP installations; study on radiation from terminal screens; computer activity reports; systems and programming standards; software master control programs and utilities for all systems.

Computer Operations Directorate

The Directorate develops policies, standards and procedures for the operational processes and the security of all EDP installations in EIC. It also evaluates the effectiveness of EDP and associated operations. Other responsibilities include managing the EDP installation at National Headquarters.

EIC-1150 Computer Operations

Description: Information on policies, standards and procedures for EDP installations. *Topics:* Training plans; EDP operational procedures; call reports, operational emergencies, computer back-up by EDP installation; contingency plans; security; correspondence with suppliers, service bureaus; liaison with regional computer centres concerning site hardware specifications, production software and related operational support; reports on EDP and associated clerical processing operations.

Management Consultative Services Directorate

This Directorate provides an in-house management consulting service to National Headquarters and the Regional Offices in such fields as project management, organization analysis, work simplification, network planning and analysis, systems feasibility, systems analysis, design and development, and systems and procedures implementation. It also administers EIC's Forms Management program which affects some 7,000 forms.

Classes of Records

EIC-1160 Management Consultative Services

Description: Information on in-house management consulting to National Headquarters and the Regional Offices. *Topics:* Correspondence; progress reports; project files containing correspondence, analysis and evaluation of area under study, consideration of alternatives and recommendations.

EIC-1170 Forms Management

Description: Information on policies and procedures for forms management. *Topics:* Bulletins on departmental forms, use of the departmental logo, bilingual format in forms; unauthorized forms; information brochures; minutes of meetings of the Forms Management committee and the Forms Co-ordination committee; obsolete forms survey; activity reports and statistics.

EIC-1180 Forms Management - Design and Control

Description: Information on the development and control of forms. *Topics:* Individual files containing requests for creating or revising forms; specifications; related correspondence.

National Services Directorate

This Directorate administers the Social Insurance Number (SIN) program and the Canadian Government Annuities program. Its activities include the operational aspect of these programs and the development of legislative proposals, policies and guidelines.

Canada Employment and Immigration Commission

The SIN program provides for the control and issue of SINs to Canadian citizens, permanent residents, other classes of individuals, and for the confirmation of SIN information for certain government departments. Applications for SINs can be made at any Canada Employment Centre or Canada Immigration Centre, or be mailed to Central Index, P.O. Box 7000, Bathurst, N.B., E2A 4L8

The Canadian Government Annuities program services over 200,000 annuity contracts owned by persons who bought them as private individuals or through pension fund contributions. Of these, about 130,000 are presently in payment; the rest are deferred and will mature at dates ranging from the present to about the year 2035.

Other responsibilities include the preparation of Record of Employment (ROE) documents for microfilming and computer indexing, and the maintenance of the ROE Information Bank; and processing inquiries on the T4U-TP4U (statement of UI benefits paid and income tax deducted), which is issued annually.

Manuals

- Central Index Manual - provides instructions for processing SIN applications, Record of Employment (ROE) forms and tax inquiries (T4U-TP4U)
- Handbook on SIN Registration - provides procedures for handling SIN applications in Canada Employment Centres and Canada Immigration Centres
- User Guide - Social Insurance Registration Systems - overview of computer programs supporting the SIN program
- User Guide - Record of Employment Systems - overview of computer programs supporting the ROE program
- Tax Inquiry Manual - procedures for handling inquiries on the T4U-TP4U
- Annuities Manual - information on the administration of Canadian Government Annuities

Records for the above program are located in:

National Services Directorate
Canada Employment and Immigration
Commission
P.O. Box 6000
Bathurst, N.B.
E2A 4L8

Classes of Records

EIC-1190 SIN Registration

Description: Information on applying for Social Insurance Numbers. *Topics:* Legislative and regulatory proposals; processing SIN applications; supporting documentation (proof of identity) for Canadian citizens, permanent residents, visitors to Canada, persons on student visas; replacement SIN cards; amendments to SIN records; mass applications; internal control and issuance of individual SINs; production and activity reports; studies on the SIN program. *Storage Medium:* Magnetic tape or disk for SIN master file; microfiche for listings containing individual SINs, names and other basic information; microfilm for copies of SIN applications or amendments. *Retrievability:* Microfiche files are arranged by name; microfilm by SIN.

EIC-1200 SIN Registration - Release of Information

Description: Information on the release or exchange of SIN data. *Topics:* Policies; guidelines; correspondence on release of SIN information to individuals, other government departments or agencies; exchange of information and data with other government departments. (Details on the release of SIN information may be obtained by referring to the Index of Federal Information Banks.)

EIC-1210 Annuities Program

Description: Information on the administration of Canadian Government Annuities contracts. *Topics:* Legislative and regulatory proposals; policies and procedures on payment and refunds of premiums, duplicate and returned cheques, interest rates, cash surrender values, payment of income taxes by recipients; policies and procedures governing annuity plans in payment, plans not yet in payment, group contracts (purchases under employer pension plans), individually purchased contracts; case files containing annuity applications, supporting documentation, inquiries, complaints and general correspondence; activity, statistical, actuarial reports; surveys and studies on the program. *Storage Medium:* Magnetic tape or disk for data on vested contracts, individual and group deferred contracts which are used to produce payments and T4 slips for annuitants and a variety of accounting, actuarial and administrative reports.

EIC-1220 Record of Employment

Description: Information on the processing of Record of Employment (ROE) forms. *Topics:* Procedures, guidelines and correspondence on processing ROE forms and maintaining the ROE information bank. *Storage Medium:* Magnetic tape and microfilm.

EIC-1230 Tax Inquiries (T4U-TP4U)

Description: Inquiries for information on the T4U-TP4Us. *Topics:* Procedures for handling inquiries; issuing duplicate T4U-TP4Us; general correspondence. *Storage Medium:* Magnetic tape and microfiche.

Public Affairs Division

The Public Affairs Division, which is composed of six Directorates, is responsible for all promotional, informational, publishing and advertising activities of the Commission and for all media relations. These activities assist the Immigration and Demographic Policy, Labour Market and Benefit Programs Directorates in fostering an awareness of the services which are available. The Division also provides information on any changes in legislation, regulations, policy or programs which affect these services.

EIC-1240 Organization and Planning

Description: Information on organization, objectives and operational plans. *Topics:* Information plans; organization charts; current corporate planning cycle; operational budget; operational plans; financial reports; EIC communications strategy.

Immigration and Demographic Policy Information Directorate

This unit is responsible for promoting public awareness of the Commission's immigration and demographic policies, programs and services. Media relations, advertising, publications and audio-visual

Canada Employment and Immigration Commission

materials promote an understanding of the immigration laws by immigrants, visitors, foreign students and workers, and employers who hire foreign workers. This unit also has responsibility for receiving foreign journalists, maintaining liaison with the ethnic press and preparing the text of speeches and press releases.

Labour Market Information Directorate

This unit is responsible for promoting public awareness of employment policies, services and programs through media relations, advertising, publications and audio-visual films. The unit also prepares speeches and press releases related to labour market policies and programs.

Benefit Programs Information Directorate

This unit promotes public awareness of the services, policies and programs related to Unemployment Insurance and Social Insurance Numbers through media relations, advertising and publications. Information programs are geared to claimants, employers and the general public, and cover their rights and obligations, aspects of the UI program and the procedure for obtaining a Social Insurance Number. The unit also prepares speeches and press releases on Unemployment Insurance.

Information Services Directorate

This unit provides a press clipping service for the Commission, analyzes media reactions, organizes press conferences for announcements by the Minister or other officials and handles other types of media relations. The unit also adapts French texts and provides French - language editorial services to other Public Affairs units.

Creative Services Directorate

This group is composed of four units which provide highly specialized services to the three program information Directorates. The Graphics and Design unit designs, prepares artwork, and arranges for typesetting and printing of posters, brochures, newsletters, information sheets, books and reports. The Audio-Visual unit plans and produces all required audio-visual material and provides an electronic news monitoring service. The Advertising and Market Research unit arranges all advertising programs for the Commission and subsequent evaluation of the effectiveness of advertising campaigns. The Operations Unit monitors financial transactions and makes arrangements for divisional staffing, purchasing and administrative requirements.

Strategic Policy and Planning Group (SPP)

This Group examines EIC policies and programs in relation to their objectives. Oriented strategically, SPP analyses current and projected labour market demands, resources (namely domestic and foreign labour, students and immigrants) available to satisfy them, and identifies and develops policies to alleviate imbalances. It is also responsible for studying paid educational leave as a system of manpower planning aimed at promoting economic expansion and social justice.

Classes of Records

EIC-1250

Strategic Planning

Description: Analyses and assessments of EIC policies. *Topics:* Overall development of policies; analysis of plans and programs; assessment of policies on Benefit, Immigration and Labour Market Programs.

EIC-1260

Canadian Occupational Projection System (COPS)

Description: Studies, data and forecasting techniques used to identify and measure future employment levels and possible imbalances between labour supply and demand for a 3 to 10-year basis. *Topics:* Sector studies; supply and demand analyses; federal-provincial workshops; briefing material to selected groups.

EIC-1270

Census

Description: Statistical surveys developed for collecting census data on EIC programs and activities for Statistics Canada.

EIC-1280

Research

Description: Non-program or policy-specific EIC research. *Topics:* Reports on general EIC research not related to particular policies or programs - *The Holding Power of the High School System*.

EIC-1290

Educational Leave Study

Description: Studies and projects associated with possible implementation of paid educational leave. *Topics:* Studies and projects associated with establishing a national system of paid educational leave; projects on continuous upgrading and retraining; results of analyses determining degrees of industrial and technological change effected.

Long-Term Planning and Development Branch

This Branch integrates a number of key elements involved in the initiation and development of a strategic policy framework for EIC. These include long-term planning; mid-term corporate planning and the development of integrated sources of data for analysis; liaison with a network of regional economists; and linkages with international bodies such as the Organization for Economic Co-operation and Development (OECD).

Classes of Records

EIC-1300

Long-term Policy Development

Description: Information on projects used in developing long-range policies on employment and immigration to accommodate changing conditions in the domestic labour market. *Topics:* Studies and projects considering the effects of productivity (all factors - not just labour) on employment; examination of mechanisms relating level and composition of immigration to economic growth; analysis of labor market structure and its relationship to unemployment.

EIC-1310

Planning Co-ordination

Description: Information on projects associated with intra-departmental co-ordination of long-term plans. *Topics:* Studies and projects

Canada Employment and Immigration Commission

analyzing short-term economic and labour market outlook; co-ordination of and consultation with Regional Economic Services on short-term forecasting; liaison network (public and private) involving economic forecasting by EIC and external agencies; evaluation of EIC Short-Term Forecasting Facility; co-ordination of SPP inputs into CORPLAN, including situation assessment, national and operational strategies and goals, workplans and budgets; analysis of CORPLAN concept, with respect to activities of SPP, to improve the planning process.

EIC-1320

Data Development

Description: Information on projects associated with developing EIC program data sources. *Topics:* Studies and projects on the development of new data systems such as the Policy Analysis Database on the National Job Bank, the expansion of the National Training Program and the Immigration Data Bank; co-operative agreements with provinces on developing new labour market data sources; maintenance of existing data systems such as the Longitudinal Labour Force Tracking File, Labour Force Survey Data, training files and benefit overpayment files; SPP inputs to Access to Information and Privacy; description of agreements on information exchange.

EIC-1330

Regional Economic Services

Description: Information on projects associated with the Regional Economic Services. *Topics:* Liaison and national conferences; inventory of provincial government employment programs.

EIC-1340

OECD Manpower and Social Affairs Committee

Description: Information on projects associated with Canada's involvement in the activities of the OECD Manpower and Social Affairs Committee. *Topics:* Studies and projects addressing analysis of papers and preparation of briefing material for the Manpower and Social Affairs Committee ministerial-level conference; documents on the Organization for Economic Co-operation and Development and OECD activities for EIC and provincial governments; revision of the Canadian Inventory of Federal Employment and Manpower Measures; papers and reports on the Manpower and Social Affairs committee and the Working Party on Employment.

Program Evaluation Branch

This Branch develops and implements a comprehensive strategy for evaluating EIC programs.

Classes of Records

EIC-1350

Immigration

Description: Information on the efficiency and effectiveness of the Immigration Program. *Topics:* Studies and projects assessing the overall impact of the Immigration Program, including public perceptions on quality of service; evaluation of recruitment by employers of independent immigrants with pre-arranged employment; analysis of impact of refugees on immigration and employment programs and services; examination of effectiveness of existing referral guidelines used at Toronto International Airport; assessment of immigration process from secondary examination through to final case disposition; evaluation of effectiveness of the group sponsorship program.

EIC-1360

Insurance

Description: Information on the efficiency and effectiveness of the Unemployment Insurance Program. *Topics:* Studies and projects assessing the overall impact of the Insurance program, including the effectiveness of maternity benefits and alternatives; evaluation of effectiveness of the Claimant Eligibility Review and alternative frameworks for program review; longitudinal evaluation of unemployment insurance control activities intended to protect the integrity of the insurance fund; assessment of effectiveness of the Manual Report on Hiring System in deterring abuse of the insurance fund; companion evaluation of computerized Report on Hiring System; assessment of effectiveness of the insurance appeals systems and alternatives; evaluation of claims processing mechanism for the Premium Reduction Program; assessment of effectiveness of union hall hiring agreements and alternatives; consideration of effectiveness of supplementary employment benefits and assessment of alternatives; evaluation of Insurance On-Line System for the Atlantic provinces.

EIC-1370

Job Creation and Employment Services

Description: Information on the efficiency and effectiveness of job creation programs and the employment services. *Topics:* Studies and projects assessing the overall impact of employment services, including alternative CEC marketing strategies; refinement of a methodology for evaluating selection, referral and placement activities in CECs; consideration of effectiveness of CEC counselling services, including CHOICES (Computerized Heuristic Occupational Information and Career Exploration Systems); evaluation of quality of referrals and placements by CECs, including an examination of employers' perceptions; assessment of effectiveness of specialized CECs for students; evaluation of effectiveness of the National Job Bank computerized job inventory program; consideration of possible improvements to the Metropolitan Order Processing System (MOPS) for Toronto; assessment of utility of the Summer Canada employment program and the Local Economic Development Assistance Program; consideration of possible use of the unemployment insurance fund for job creation; evaluation of Canada Community Development Projects program, the Canada Community Service Projects program and New Technology Employment Program.

EIC-1380

Training

Description: Information on the efficiency and effectiveness of EIC training programs. *Topics:* Studies and projects examining the cost-effectiveness of the institutional training element of the National Training Program; evaluation of effectiveness of using unemployment insurance funds for training purposes; assessment of National Industrial Training Program; analysis of the effectiveness of critical trade skills training.

EIC-1390

Special Needs

Description: Information on the assessment of employment programs designed to accommodate special employment needs. *Topics:* Studies and projects evaluating the Local Employment Assistance Program (LEAP); evaluation of the cost-effectiveness of the OUTREACH program in providing employment services to special target groups; assessment of effectiveness of the Handicapped Employment Incentives Program.

Policy and Program Analysis Branch

This Branch, through two Directorates, analyzes labour market conditions and identifies program implications; develops proposals for

Canada Employment and Immigration Commission

modifications in policies and programs; and prepares Ministerial and Senior Management briefings on the labour market, income maintenance programs and immigration, and policy options.

Income Maintenance and Analysis Directorate

This Directorate conducts ongoing analyses of the economic and labour market effects of the UI Benefit Program such as requirements for income maintenance on behalf of unemployed persons. It considers the extent to which the UI Benefit Program is abused by some claimants, and ways to curtail such abuse.

Classes of Records

EIC-1400

UI Program Policy Development and Analysis

Description: Information on the analysis and development of Unemployment Insurance policy to accommodate changing socio-economic and other influences affecting the labour market. *Topics:* Studies and projects assessing the economic and labour market effects of Unemployment Insurance; consideration of the adequacy of UI benefit levels in relation to such factors as family composition and size, multiple-income families and different income classes; assessment of labour market efficiencies in light of influences such as an experience rating system; examination and forecasting of UI benefit expenditures and revenues; assessment of UI claim behaviour subsequent to training; analysis of maternity benefit program, including identification of a rationale and a financing mode; analysis of treatment of earnings while on active UI claim; consideration of modifications proposed for the UI simulation model; examination of employment strategies of employers such as job rotation.

EIC-1410

UI Program Impact Analysis

Description: Information on the analysis of the effects of unemployment insurance on claimants, their dependents and the unemployed. *Topics:* Analysis of income protection for unemployed persons not receiving UI benefits; update of Comprehensive Review UI claimant profile (an analysis of UI claimant characteristics); analysis of UI program abusers and misusers; longitudinal analysis of UI insured population, 1972-79 (over-use of and dependency on UI benefits); consideration of family characteristics (multiple-earner relationships, economic hardship while on claim) of UI contributors and claimants; analysis of benefit claim duration; assessment of utility and appropriateness of UI coverage for seasonal workers.

Employment and Immigration Analysis Directorate

This Directorate has responsibility for policy and program development and the in-depth analysis of the labour market. These analyses include human resource development, employment creation, and immigration and demographic analysis.

Classes of Records

EIC-1420

Immigration and Demographic Analysis

Description: Immigration research and policy analysis, and studies of demographic trends. *Topics:* Longitudinal studies of adaptation; work experience of immigrants to Canada; foreign academics in Canada; family class workers - sources, occupations and skills; historical review of emigration from Canada; demographic issues; Indochinese refugee studies; study of the immigration process with respect to immigrants from the Eastern Caribbean; studies on the U.S. Immigration Bill; review of current immigration selection criteria to ensure they remain in accordance with labour market requirements as well as immigration needs and objectives.

EIC-1430

Labour Market Supply and Demand

Description: Information on the analysis and development of labour market policies and programs. *Topics:* Longitudinal studies and projects on labour market dynamics, including examination of the flow of labour into and out of the labour force; analysis of administrative data sources for assessment of the labour market, including improvement of the methodology for Forward Occupational Imbalance Listing (FOIL); designation of occupations for priority under the National Training Program; special projects such as the employment outlook for the agricultural sector, the labour market experience of women, an analysis of the nomination chain in immigration, and projects with a social policy orientation to support the overall functions of the Directorate; development of quantitative models for policy-making and provision of analytical advice to EIC operational elements.

EIC-1440

Current Economic Analysis

Description: Studies addressing current economic development, labour market outlook (in general, and with respect to special groups) and current analyses of occupational imbalances. *Topics:* Studies and projects related to the identification of the labour market implications of proposed "mega projects" in the energy exploration and development sector; assessment of the anticipated impact of the effect on employment levels and distribution of the micro-electronics revolution; studies of particular industries or economic sectors to investigate current and future labour market conditions as inputs to labour market policy issues.

EIC-1450

Labour Market Program Strategy

Description: Studies on strategic labour market issues, the development of appropriate policies, plans and programs, and the analysis and assessment of labour market policies. *Topics:* Studies and projects addressing an in-depth examination of the occupational and geographical mobility of skilled tradesmen and "para-professionals"; development of labour market data on native peoples; conceptual analysis of active employment policy issues; survey of sectoral manpower planning activities to identify the level of assistance provided to specific industrial sectors in conducting and analyzing manpower planning data.

Historical Background

Although the history of the Department of Energy, Mines and Resources is comparatively short, some branches have been in existence for more than a century. The Geological Survey of Canada, founded in 1842 by Sir William Logan, is the oldest scientific organization in Canada. Earth Physics, formerly the Dominion Observatory, dates from 1871 and parts of the Surveys and Mapping Branch were established in 1872.

The Department of Energy, Mines and Resources (EMR) was created in 1966 by the Department of Energy, Mines and Resources Act. Previously known as the Department of Mines and Technical Surveys, it took on a new and important role of policymaker in energy development. Since then, the Department has been given a stronger mandate to fulfill its role as the principal federal agency responsible for the discovery, investigation, development and conservation of Canada's mineral and energy resources.

The Department comprises three Programs: Energy, Minerals and Earth Sciences and Administration. Collectively, they provide a continuum of initiatives directed towards national economic development issues.

Legislation

The Department of Energy, Mines and Resources is responsible for the following legislation:

Principal Departmental Statutes:

- Department of Energy, Mines and Resources Act, R.S.C. 1970, c.E-6
- Resources and Technical Surveys Act, R.S.C. 1970, c.R-7

Statutes Actively Administered by the Ministry

- Atomic Energy Control Act, R.S.C. 1970, c.A-19
- Canada Lands Surveys Act, R.S.C. 1970, c.L-5
- Canada Oil and Gas Act, R.S.C. 1980-81-82, c.81
- Canada Home Insulation Program Act, S.C. 1980-81-82, c.57
- Canadian Ownership and Control Determination Act, S.C. 1980-81-82, c.107 (Part of Bill C-104) (not in effect yet)
- Co-operative Energy Act, S.C. 1980-81-82, c.108
- Energy Monitoring Act, S.C. 1980-81-82, c.112 (part of Bill C-106)
- Energy Supplies Emergency Act, 1970, S.C. 1978-79, c.17
- Home Insulation (N.S. and P.E.I.) Programs Act, S.C. 1980-81-82, c.58
- International Boundary Commission Act, R.S.C. 1970, c.I-19
- National Energy Board Act, R.S.C. 1970, c.N-6
- Nuclear Liability Act, R.S.C. 1970, c.29 (1st Supp.)
- Oil and Gas Production and Conservation Act, R.S.C. 1970, c.0-4
- Oil Substitution and Conservation Act, S.C. 1980-81-82, c.59

- Petro-Canada Act, S.C. 1974-75-76, c.61
- Petroleum Administration Act, S.C. 1974-75-76, c.47 (now Energy Administration Act)
- Petroleum Incentives Program Act, S.C. 1980-81-82, c.107 (Part of Bill C-104)

Administration of Changes in Provincial Boundaries

- Alberta Act, S.C. 1905, c.3
- Alberta-British Columbia Boundary Act, S.C. 1932, c.5
- Alberta-Northwest Territories Boundary Act, 1958, S.C. 1957-58, c.23
- British Columbia-Yukon-Northwest Territories Boundary Act, S.C. 1957-58, c.23
- British Columbia-Yukon-Northwest Territories Boundary Act, S.C. 1967-68, c.12
- Manitoba Boundaries Extension Act, S.C. 1912, c.32
- Manitoba-Northwest Territories Boundary Act, S.C. 1966-67, c.61
- Manitoba-Saskatchewan Boundary Act, 1966-67, c.57
- Ontario Boundaries Extension Act, S.C. 1912, c.40
- Ontario-Manitoba Boundary Act, S.C. 1953-54, c.9
- Quebec Boundaries Extension Act, S.C. 1912, c.45
- Saskatchewan-Northwest Territories Boundary Act, S.C. 1966-67, c.58
- Yukon Act, S.C. 1898, c.6

Inactive Statutes under Ministry Administration

- Beauharnois Light, Heat and Power Company Act, S.C. 1931, c.19
- Bras d'Or Coal Company Limited, Agreement Act, S.C. 1960-61, c.20
- Dominion Coal Board Dissolution Act, S.C. 1969-70, c.29
- Emergency Gold Mining Assistance Act, R.S.C. 1970, c.E-5
- Emergency Supplies Emergency Act, S.C. 1973-74, c.52

Crown Corporations Reporting to Parliament through the Minister

- Atomic Energy Control Board
- Atomic Energy of Canada Limited
- Petro-Canada Limited
- Uranium Canada Limited
- Eldorado Aviation Limited
- Eldorado Nuclear Limited

Autonomous Agencies Reporting to Parliament through the Minister

- Board of Examiners for Canada Lands Surveys

Energy, Mines and Resources

- Canadian Permanent Committee on Geographical Names
- Energy Supplies Allocation Board
- National Energy Board
- Petroleum Monitoring Agency

Overall Responsibilities

The objective of the Department of Energy, Mines and Resources is to promote the discovery, development and efficient use of the country's mineral and energy resources and broaden the knowledge of Canada's landmass for the benefit of all Canadians. To attain this objective, the Department devises and fosters national policies based on research and data collection in the earth, mineral, and metal sciences, and on policy, economic and social analyses. The Department also carries out an earth sciences program directed toward the conservation and use of the Canadian landmass, and it provides, as a national service, the scientific and technical information generated in this program (such as topographic and geological maps, atlases and remote sensing data) to a wide span of customers across the country.

Access to Information Services

Formal requests for information under the Access to Information Act should be addressed to:

Access to Information and Privacy Secretariat,
Department of Energy, Mines and Resources,
580 Booth Street,
Ottawa, Ontario
K1A 0E4
Telephone: (613) 996-0825

Branch heads decide on the disclosure of information under their control which may be subject to exemptions prescribed in the Act or to third party notification.

At the corporate level, the Assistant Deputy Minister (ADM), Finance and Administration, through the Access to Information and Privacy Secretariat, directs the implementation of policies and administrative procedures concerning the application of the Act throughout the Department, and will investigate all complaints on issues related to applications and service to the public. The Deputy Minister will oversee the final resolution of any complaints or legal actions concerning disclosure of information held by the Department.

Complaints and inquiries on the administration of the Act within the Department should be addressed to:

ADM, Finance and Administration
Access to Information Co-ordinator
Department of Energy, Mines and Resources
580 Booth Street
Ottawa, Ontario
K1A 0E4

General Information Services

General departmental information is provided by EMR offices in Ottawa and across Canada. Contact may be made by telephone or by writing to one of the following addresses:

Newfoundland

Departmental Information Office
Conservation and Renewable Energy Office

Atlantic Place
7th Floor, Box 65
215 Water Street
St. John's, Newfoundland
A1C 6C9
Telephone: (709) 737-5464

Canada Oil and Gas Lands
Administration
354 Water Street, Room 408
St. John's, Newfoundland
A1C 5H5
Telephone: (709) 737-2125

Prince Edward Island

Departmental Information Office
Conservation and Renewable Energy Office
Waterfront Shopping Centre
98 Water Street
Summerside, P.E.I.
C1N 1A8
Telephone: (902) 436-7283

Nova Scotia

Departmental Information Office
Conservation and Renewable Energy Office
Bank of Montreal Tower, 5th Floor
5151 George Street
Halifax, Nova Scotia
B3J 1M5
Telephone: (902) 426-8600, 8606 or 8607

Atlantic Geoscience Centre
Geological Survey of Canada
Bedford Institute of Oceanography
P.O. Box 1006
Dartmouth, Nova Scotia
B2Y 4A2
Telephone: (902) 426-2367 or 2730

Canada Benefits Branch
Bedford Institute of Oceanography
P.O. Box 1006
Dartmouth, Nova Scotia
B2Y 4A2
Telephone: (902) 426-3179

Canada Oil and Gas Lands Administration
P.O. Box 1006
Dartmouth, Nova Scotia
B2Y 4A2
Telephone: (902) 426-2525

Explosives Branch
Sir John Thompson Building
Room 410
1256 Barrington Street
Halifax, Nova Scotia
B3J 1Y6
Telephone: (902) 426-3559

Regional Surveyor
Surveys and Mapping Branch
Post Office Box 368
Government of Canada Building
40 Havelock Street
Amherst, Nova Scotia
B4H 3Z5

Energy, Mines and Resources

Telephone: (902) 667-7249

New Brunswick

Departmental Information Office
Conservation and Renewable Energy Office
835 Champlain Street
Dieppe, New Brunswick
E1A 1P4
Telephone: (506) 388-6070

Quebec

Departmental Information Office
Conservation and Renewable Energy Office
605 Dorchester Blvd. West
Ground Floor
Montreal, P.Q.
H3B 1P4
Telephone: (514) 283-5644 or 5645

Regional Information and Sales Centre
1535 Ste-Foy Road
Ste-Foy, P.Q.
G1S 2P1
Telephone: (418) 694-3325

Explosives Branch
Inspector of Explosives
1262 Marguire Avenue
Post Office Box 463
Quebec, Quebec
G1T 2R8
Telephone: (418) 694-7702

Regional Surveyor
Surveys and Mapping Branch
1141 Route de l'Eglise
6th Floor
Post Office Box 9874
Ste-Foy, P.Q.
G1V 4C5
Telephone: (418) 694-4325

Ontario

Departmental Information Office/
Conservation and Renewable Energy Office
55 St. Clair Avenue E., 6th Floor
Toronto, Ontario
M4T 1M2
Telephone: (416) 996-5814 or 5679

Petroleum Prices and Compensation Programs
344 Wellington Street
Ottawa, Ontario
K1A 0E4
Telephone: (613) 996-2611

Canada Oil and Gas Lands Administration
355 River Road
14th Floor
Vanier, Ontario
K1L 8C1
Telephone: (613) 993-3760

Elliot Lake Laboratories
Canada Centre for Mineral and Energy Technology (CANMET)
Post Office Box 100
Elliot Lake, Ontario

PSA 2J6
Telephone: (705) 848-2236

Regional Surveyor
Surveys and Mapping Branch
25 St. Clair Avenue, E.
Toronto, Ontario
M4T 1M2
Telephone: (416) 996-7503

Communications Branch
Energy, Mines and Resources
580 Booth Street
Ottawa, Ontario
K1A 0E4
Telephone: (613) 995-3065

Manitoba

Departmental Information Office
Conservation and Renewable Energy Office
110-112 Osborne Avenue, S.
Winnipeg, Manitoba
R3L 1Y5
Telephone: (204) 949-4266, 4272, 4537 or 4536
also 1-800-542-8927 or 8928

Regional Surveyor
Surveys and Mapping Branch
275 Portage Avenue
Winnipeg, Manitoba
R3B 2B3
Telephone: (204) 949-4954

Saskatchewan

Departmental Information Office
Conservation and Renewable Energy Office
S.J. Cohen Building
119 Fourth Avenue
7th Floor, Suite 706
Saskatoon, Saskatchewan
S7K 2L2
Telephone: (306) 665-4519 or 4532

Regional Surveyor
Surveys and Mapping Branch
409-1853 Hamilton Street
Torwest Tower
Regina, Saskatchewan
S4P 2C1
Telephone: (306) 359-5401

Alberta

Departmental Information Office
Conservation and Renewable Energy Office
Grandin Park Plaza
2nd Floor, Room 200
22 Sir Winston Churchill Avenue
St. Albert, Alberta
T8N 1B4
Telephone: (403) 420-4035

Departmental Information Office
220 Fourth Avenue, Room 622
Calgary, Alberta
T2G 4X3
Telephone: (403) 231-4488

Energy, Mines and Resources

Institute of Sedimentary and Petroleum Geology
Geological Survey of Canada
3303-33rd Street, N.W.
Calgary, Alberta
T2L 2A7
Telephone: (403) 284-0110

Petroleum Incentives Program Office
Federal Building, Room 332
220 Fourth, S.E.
P.O. Box 2907, Station M
Calgary, Alberta
T2P 3L7
Telephone: (403) 231-5005

Western Office (Mining)
Canada Centre for Mineral and Energy Technology (CANMET)
3303-33rd Street, N.W.
Calgary, Alberta
T2L 2A7
Telephone: (403) 284-0110

Western Research Laboratories (Coal)
Canada Centre for Mineral and Technology (CANMET)
11315 87th Avenue
Edmonton, Alberta
T5W 2T7
Telephone: (403) 464-9212

Western Research Laboratories (Coal)
Canada Centre for Mineral and Technology (CANMET)
P.O. Box 3294
Sherwood Park, Alberta
T8A 2A6

Explosives Branch
Inspector of Explosives
220 Fourth Avenue, S.E.
P.O. Box 2868, Station M
Calgary, Alberta
T2P 3C2
Telephone: (403) 231-4766

Regional Surveyor
Surveys and Mapping Branch
9942-108th Street
Edmonton, Alberta
T5K 2J5
Telephone: (403) 420-2496

British Columbia

Departmental Information Office
Conservation and Renewable Energy Office
Malborough Mall
5021 Kingsway, 3rd Floor
Burnaby, British Columbia
V5H 2E5
Telephone: (604) 524-7222 or 7224

Geological Survey of Canada
100 West Pender Street
Vancouver, British Columbia
V6B 1R8
Telephone: (604) 544-1271

Pacific Geoscience Centre
Geological Survey of Canada
Marine Geology Unit

Patricia Bay
P.O. Box 6000
Sydney, British Columbia
V8L 4B2

Explosives Branch
Inspector of Explosives
Sun Tower Building, 7th Floor
100 West Pender Street
Vancouver, British Columbia
V6B 1R8
Telephone: (604) 544-1360

Geological Survey of Canada
Surveys and Mapping Branch
700 West Georgia Street
Vancouver, British Columbia
V7Y 1B6
Telephone: (604) 544-1679

Victoria Geophysical Observatory
Earth Physics Branch
R.R. 7
5071 West Saanich Road
Victoria, British Columbia
V8X 3X3
Telephone: (604) 873-4669

Yukon

Departmental Information Office
Conservation and Renewable Energy Office
2078 Second Avenue
Whitehorse, Yukon
Y1A 1B1
Telephone: (403) 668-2828

Regional Surveyor
Surveys and Mapping Branch
204 Range Road
Whitehorse, Yukon
Y1A 3V1
Telephone: (403) 668-2636

Pamphlets, brochures, guidebooks and other publications, which cover a wide variety of departmental programs and services are available from the Department. These are provided free of charge through any of the offices listed above. General publications be procured through authorized Government of Canada bookstore agents and other bookstores, or by mail from the Canadian Government Publishing Centre, Supply and Services Canada, Hull, P.Q., K1A 0S9. Maps are available at the Information and Sales Centre, Department of Energy, Mines and Resources, 580 Booth Street, Ottawa, Ontario, and at the Regional Map Sales Office, 1535 chemin Ste-Foy, Quebec, P.Q.

Libraries

Libraries with public reading area facilities are located at the following addresses:

Geological Survey Library
601 Booth Street
Ottawa, Ontario
Telephone: (613) 995-4163

Canada Centre for Mineral and Energy Technology (CANMET)
Library
555 Booth Street
OTTAWA, ONTARIO

Telephone: (613) 995-4162

Resource Economics Library
580 Booth Street
Ottawa, Ontario
Telephone: (613) 995-9466

Surveys and Mapping Library
615 Booth Street
Ottawa, Ontario
Telephone: (613) 995-4071

Earth Physics Library
1 Dominion Observatory Crescent
Ottawa, Ontario
Telephone: (613) 995-5550

Canada Centre for Remote Sensing Library
240 Bank Street, 5th Floor
Ottawa, Ontario
K2P 1X4
Telephone: (613) 995-5645

Cordilleran Geology Division Library
100 West Pender Street
Vancouver, B.C.
Telephone: (604) 544-3812

Institute of Sedimentary and Petroleum Geology Library
3303-33rd Street, N.W.
Calgary, Alberta
Telephone: (403) 284-0110

Conservation and Non-Petroleum Sector

The non-petroleum part of the Sector conducts studies on coal, uranium and nuclear energy, electrical energy, transportation energy and renewable energy for policy development and information purposes. It evaluates Canada's non-petroleum energy sources and reserves and determines the demand for these resources. It is also concerned with assessments and programs relative to resource exploration, development, transportation and transmission, and use.

The Energy Conservation and Oil Substitution Branch analyzes energy demand in major end-use sectors to define the potential for energy conservation and develops programs to ensure that the full economic potential for conservation is attained. The Branch is concerned with information dissemination, provision of incentive grants and loans, and demonstrations and related conservation programs in support of greater conservation effectiveness in the residential, building, industry and federal governments sectors.

Classes of Records

EMR-10 Electrical Energy

Description: Information on electricity supply and demand, export and import transactions and plans for future additions to electrical systems. *Topics:* Resources; electrical generation; transmission; system design and interconnection, storage systems; markets; trade, consumption and use; research; costs and rates, environmental protection and control; legislation and regulation; capital expenditures and investments; and electrical power utilities.

EMR-20 Nuclear Energy

Description: Information on the nuclear fuel cycle, safeguards, nuclear power supply and demand, the nuclear industry in Canada, and radioactive waste management. *Topics:* Electricity and nuclear power; technical and economic studies; research and development; health and safety; waste management; reprocessing; prices and costs; export negotiations; safeguards and non-proliferation.

EMR-30 Uranium

Description: Information on uranium sources, reserves, supply and demand. *Topics:* Uranium exploration, reserves and resources; production and stockpiles; processing; storage and disposal; markets; use; technical and economic research; exports; costs and pricing; health and safety; legislation and regulation, capital expenditure and investment.

EMR-40 Coal

Description: Information on coal sources, reserves, supply and demand. *Topics:* Research and development, conversion processes; resources and reserves; production; transportation; markets, consumption and use; trade; environmental production; mining methods; international organizations; transportation by rail; transportation other than by rail; ports; coal policy; supply and demand; mining methods; mining environment; combustion R&D, including environmental concerns; uses for metallurgical coke; off-oil conversion; liquefaction; international organizations.

EMR-50 Transportation Energy

Description: Information on the conservation of traditional transportation fuels, and the development of new fuels and the impact of energy conservation on all modes of transportation. *Topics:* Van-pooling, rail, car, truck, motorcycle, marine and bus policy; driver training and instrumentation; gasoline supply-demand data; energy conservation statistics; R&D and demonstration programs on liquid fuels and propane.

EMR-60 Renewable Energy

Description: Information renewable energy resources, policies and programs. *Topics:* Biomass, geothermal, micro-hydro, solar, tidal power, and wind energy; renewable energy demonstration programs; renewable energy development programs - Forest Industry Renewable Energy (FIRE), Canada Oil Substitution Program (COSP) and the Procurement Purchase and Use of Solar Heating Program (PUSH).

EMR-70 Policy and Program Development

Description: Information on the analysis, planning and implementation of energy conservation policies and programs. *Topics:* Energy supply and demand information; consumption data; legislation; international affairs and conferences; speeches; press clippings; statistical information and reports; consumer information and surveys; pricing issues; federal-provincial matters; research reports; building codes and standards; construction materials and equipment; heating systems; and municipal energy management.

EMR-80 Home Energy Programs

Description: Information on the development, implementation and management of the Canadian Oil Substitution Program (COSP) and

Energy, Mines and Resources

the Canadian Home Insulation Program (CHIP). *Topics:* Federal-provincial agreements; financial management system; management information system; media relations; program evaluation; advertising; provincial utilities; eligibility criteria for the substitution of oil by natural gas or electrical energy.

EMR-90 Federal Energy Management Program

Description: Information on conservation of energy throughout federal government departments, agencies and Crown corporations. *Topics:* Internal Off-oil Conversion Program; Internal Retro-fit Program; Internal Energy Conservation Program.

EMR-100 Industrial Sector

Description: Information on energy conservation measures adopted by Canada's industrial sector. *Topics:* Specific industries - chemical, food and beverage, textile; industrial interest groups; industry statistics; National Energy Audit Program; Industrial Energy Task Force; Atlantic Energy Conservation Investment Program; Industrial Conversion Assistance Program.

Energy Policy Analysis Sector

This Sector conceptualizes and develops Canadian energy strategy, policy and programs, negotiates and co-ordinates all aspects of Canadian energy policy in both the domestic and international areas, and co-ordinates energy policy and program functions at the departmental level. It also conducts financial and fiscal analysis corporation on and energy project policies, Canadianization objectives, and major projects in sectors of the energy economy. The activities of the Sector are carried out by the following Branches: Canadianization, Energy Policy Co-ordination, Energy Strategy, Financial and Fiscal Analysis, International Energy Relations and Special Studies.

Classes of Records

EMR-110 Macroeconomic Analysis

Description: Information on macro analysis of the economic environment of Canada, with special emphasis on interactions of the energy sector with the general economy. *Topics:* Business expenditures; consumption; fiscal policy; foreign countries; government expenditures; housing; international trade; labour; monetary policy; prices and costs; regional conditions; savings; energy; minerals.

EMR-120 Canadianization Program

Description: Confidential information on the Canadianization intentions of oil and gas companies, including information gathered under the Petroleum Monitoring Act; also negotiations with private groups on Canadianization. *Topics:* Individual company files; legislation; financial data; ownership trends; foreign investment and control.

EMR-130 Energy Demand and Price Analysis

Description: Energy demand and price forecasts; also analyses of the impact of pricing policies and price increases on the consumer, the economy and energy demand. *Topics:* Forecasts; models; petroleum products; non-petroleum products; sectors.

EMR-140 Energy Supply Analysis

Description: Energy supply forecasts; analyses and evaluations of the impact of energy policies and energy pricing policies on energy supply, and evaluation of the energy supply potential. *Topics:* Forecasts; models; petroleum products; non-conventional sources; non-petroleum products.

EMR-150 Energy Statistics

Description: General statistics and data on all forms of energy commodities in Canada and foreign countries. *Topics:* Exports and imports; resource development, production and marketing; supply and demand, coal; electricity; petroleum; natural gas.

EMR-160 Energy Policy Planning

Description: Information on the analysis, development and co-ordination of federal energy policies, strategies and initiatives; negotiations with the provinces, northern territories and native people on energy-related issues. *Topics:* Provincial issues; federal issues; federal Atlantic issues; federal Central issues; federal Northern issues; federal Western issues.

EMR-170 Financial and Fiscal Analysis

Description: Analyses and recommendations for energy policy in the oil and gas sectors, with particular reference to revenue sharing, fiscal policy, project economics, industry investment and rates of return, and federal-provincial negotiations. *Topics:* Individual and company files; legislation, taxation and revenue sharing; royalties; incentives; investment information; financial data; production statistics and forecasts; profitability.

EMR-180 International Energy Relations

Description: Information on bilateral and multilateral energy relations and negotiations, visits to and from other countries, international energy organizations, foreign energy policies, international development assistance initiatives, etc. *Topics:* International Energy Agency (IEA); Organization for Economic Co-operation and Development (OECD); United Nations and other international energy organizations; Canada-U.S. energy relations; bilateral and multilateral energy relations; North-South energy relations; Petro-Canada International.

EMR-190 Special Studies

Description: Information on policy analysis related to electrical and crown corporations (mainly nuclear and non-petroleum), and energy initiatives in the National Energy Program and conservation and renewable energy. *Topics:* Crown corporations; environmental issues; reactor safety; supply information; demand analysis; energy pricing; energy conservation; solar energy; off-oil conversion; energy use in transportation section; electricity; propane.

EMR-200 Monitoring - Petroleum Monitoring Agency

Description: Information on the monitoring of energy enterprises under the Energy Monitoring Act and Regulations. *Topics:* Accounting practices; petroleum industry; financial performance by industry segment; sources and uses of funds; foreign ownership and control.

Petroleum Sector

This Sector conducts studies on petroleum and natural gas for policy development and information purposes. It evaluates Canada's oil and gas sources and reserves and determines the demand for these resources; it is concerned with assessments and programs on resources, exploration, development, transportation, processing, marketing, use and pricing; and it is responsible for such major programs as the Oil Import Compensation Program and the Distribution Systems Expansion Program. The activities of the Petroleum Sector are carried out by the following Branches: Petroleum Utilization, Petroleum Resources, Oil Supply, Natural Gas, Oil Pricing and Compensation.

Classes of Records

EMR-210

Marketing

Description: Information on the analysis of marketing activities such as the pricing patterns of different products in major centres in Canada, competition analysis, studies of independent industry market, etc.; also evaluation of the structure of the market and demand increases. *Topics:* Export issues; export pricing; export products; import compensation; monitoring; sales realization; price; price posted; profitability analysis; supply and demand; taxes; differentiated petroleum compensation charge.

EMR-220

Processing

Description: Information on refining systems, processing capabilities, evaluation of technologies, environmental effects and transportation facilities. *Topics:* Technologies; upgrading; petrochemicals; environment; transportation.

EMR-230

Resources

Description: Resource and reserve evaluations, petroleum economic studies, resource costing and upstream activity statistics. *Topics:* Petroleum resource and production data; supply and pricing of conventional frontier, tar sands and other petroleum sources; royalties and taxation; federal-provincial agreements; research agreements; technical research reports and technical committee files; company information; industry activity; environmental impact.

EMR-240

Domestic Supply

Description: Information on the Canadian oil situation. *Topics:* Emergency inventory; information program; export; prices and taxes; import; industry activity; supply and demand; domestic transportation.

EMR-250

International Supply

Description: Information on the international oil supply situation. *Topics:* International Organization of Petroleum Exporting Countries (OPEC); non-OPEC; private industry; government owned or controlled industry; world market; International Organization for Economic Co-operation and Development (OECD).

EMR-260

Natural Gas

Description: Information on natural gas issues. *Topics:* Canada Lands (producing Canadian regions); export; prices; taxes; information program; international marketing; supply and demand.

EMR-270

Natural Gas Liquid

Description: Information on the development of natural gas liquid (NGL) sources, programs and projects. *Topics:* Propane; butane; ethane; methanol; compressed natural gas.

EMR-280

Distribution System Expansion Program (DSEP)

Description: Information on the DSEP program. *Topics:* Assistance to provinces for gas distribution; natural gas; natural gas liquid.

EMR-290

Transmission System Expansion Program (TSEP)

Description: Information on the TSEP program and financial assistance to provinces for the extension of gas transmission systems. *Topics:* Financial assistance to the provinces; natural gas; natural gas liquids.

EMR-300

Petroleum Compensation

Description: Information on the administration of the Oil Import Compensation Program, Synthetic Oil Compensation and the determination of the Petroleum Compensation Charge. It also includes the Petroleum Compensation Accounting. *Topics:* International oil prices and transportation costs; petroleum imports to Canada - volumes and prices; compensation payments by company; synthetic oil production (monthly) Syncrude and Suncor; petroleum levy payments, by company; company correspondence relating to policy and administration of compensation and levy programs; Petroleum Compensation Accounting (monthly and yearly balance of revenues and expenditures).

Manuals

- Oil Import Compensation Program Procedures Handbook
- New Petroleum Resources Compensation Program Procedures Handbook
- Domestic and Foreign Petroleum and Petroleum Products Levy Program Procedures Handbook
- Standard Procedures for Petroleum Measurement at Seaports

EMR-310

New Oil Reference Price

Description: Information on the administration of the New Oil Reference Price (NORP) in accordance with the federal-provincial pricing agreements, and of the Special Old Oil Price in accordance with the updated National Energy Program of May 31, 1982. *Topics:* Blended price; crude oil pricing; industry cost data; federal-provincial negotiations; petroleum programs; reference price; special old oil price; provincial claims; production data; expenditure data; reference price certificates.

Petroleum Incentives Administration

The Administration is responsible for the collection, analysis and study of information pertaining to the determination of companies' and individuals' Canadian Ownership Rate and Control Status and their eligibility for reimbursement of certain approved expenditures and the development of policy and regulations.

Manuals

- Operating Procedures - Petroleum Incentives Program (PIP) and Canadian Ownership and Control Determination Program (COCD)
- Manual of Interpretations of COCD Regulations (under development)
- Policy and Precedents Manual - PIP Program
- Case Assessment Criteria Manual - PIP Program

Classes of Records

EMR-320

Operations

Description: Information from companies and correspondence between the Department and the companies on the Canadian Ownership and Control Status and the Petroleum Incentives Program. *Topics:* Applications; case assessment; comptroller, management systems; program assistance, review and audit; validation and control.

EMR-330

Policy, Rulings and Evaluation

Description: Information on the development of policy and interpretations with respect to the Canadian Ownership and Control Determination Program and the Petroleum Incentives Program. *Topics:* Planning and evaluation; policy and rulings; eligible and non-eligible applicants; eligible and non-eligible expenditures; adjusted eligible expenses; inquiries, comments and concerns; case precedents; and rulings.

Canada Oil and Gas Lands Administration

The Canada Oil and Gas Lands Administration (COGLA) is responsible for the disposition and management of oil and gas rights on Canada Lands, and all mineral rights in offshore areas. It also supervises and regulates oil and gas operations under federal jurisdiction, and makes recommendations on the preparation of regulations and legislation related to these responsibilities.

Manuals

- Procedures Manual for Offshore Mineral Rights
- Procedures Manual for Orders in Council
- Accounting Procedures Manual for Oil and Gas Permits

Classes of Records

EMR-340

Resource Management

Description: Information on the approval, regulation, evaluation and inspection of offshore and frontier oil and gas production activity, and activity on federally owned petroleum resources in the provinces. *Topics:* Lease rental accounts; operating statistics; permit and lease holdings by geographic area; drilling guidelines and procedures; geological well logs; computer programs; reserve calculations; geological and geophysical reports; maps; legislation; regulations.

Energy Supplies Allocation Board

The Board develops policies, programs and information systems for the allocation of crude oil and petroleum products in the event of an emergency, and for a supplementary rationing system to reinforce the allocation programs, if required. The Board monitors petroleum supply and demand trends to evaluate the need to recommend implementation of emergency measures as provided by the Energy Supplies Emergency Act.

Manuals

- Crude Oil Allocation Manual
- Petroleum Products Allocation Manual
- Gasoline Rationing Manual
- Petroleum Emergency Allocation Systems Manual

Classes of Records

EMR-350

Energy Emergency Planning

Description: Information on contingency planning to deal with emergencies resulting from disruptions of petroleum and non-petroleum energy supplies. *Topics:* Crude oil allocation; transportation fuel rationing; alternate fuel switching supply and demand data; oil industry liaison; industrial associations and interest groups; interdepartmental committees and co-ordination; international concerns; technical studies; taxation and pricing; legal matters; and liaison with the provinces.

Uranium Canada Limited

Uranium Canada Limited (UCAN), a Crown corporation incorporated in June, 1971 under the Canada Corporations Act and continued under the Canada Business Corporations Act in 1980, is for all its purposes an agent of Her Majesty, and its powers may be exercised only as an agent of Her Majesty. The objective of the Corporation is to negotiate, execute and perform agreements for the purchase, stockpiling and sale of uranium concentrates and to do or procure the doing of anything necessary or incidental thereto, all subject to the approval of the Governor in Council.

The activities of the Corporation ceased on May 29, 1981 with the transfer of the residual uranium stockpile to Eldorado Nuclear Limited.

Classes of Records

EMR-360

Corporate Records

Description: Information on the activities of the corporation in the International and Domestic Uranium markets, including administration of contracts, sales, loans and delivery from the uranium stockpiles. *Topics:* Annual reports, by-laws, resolutions and meetings of Directors; negotiations and contracts, deliveries to and from the uranium stockpiles, sales proposals and agreements; international markets and trade in uranium and Canadian and International Uranium Producers' meetings.

Earth Sciences Sector

The Earth Sciences Sector comprises activities of the Department's Minerals and Earth Sciences Program directly related to Canada's landmass, its mineral and energy resources and geological hazards. All activities of the Sector contribute directly to the attainment of the objectives of the Minerals and Earth Sciences Program.

A comprehensive, integrated geoscience knowledge base, encompassing the whole of the Canadian landmass, onshore and offshore, is an essential prerequisite for exploration, development and management of mineral and fossil fuel resources, identifying and overcoming constraints to development and natural hazards, and minimizing the deleterious effects of human activity on the environment. Current concerns for which this knowledge is critical include: the effects of permafrost on petroleum development and transportation, pipeline routing, disposal of radioactive waste, geothermal energy, acid rain, seismic risks in areas of development and national defence. The activities of the Earth Sciences Sector are carried out by four Branches: Earth Physics Branch, Geological Surveys of Canada, Surveys and Mapping Branch and the Polar Continental Shelf Project.

Earth Physics Branch

This Branch contributes fundamental information on the geophysical framework and processes of the landmass, including a knowledge of the gravity and magnetic fields, geothermal properties and seismicity of the country.

Classes of Records

EMR-370

Geophysical Observatory Data

Description: Digital and analog recordings of seismic, geomagnetic and geodynamic phenomena from observatories. *Topics:* Seismology, seismicity; geomagnetism; geodynamics; solid earth geophysics. *Retrievability:* Files are arranged by date of recording and location of observatory.

Manuals

- Standard Seismograph Station Operator's Manual
- Regional Station Operator's Manual

EMR-380

Geophysical Field and Laboratory Experimental Data

Description: Digital and analog recordings of seismological, thermal, magnetic, gravity and geodynamic instrument readings during field experiments; also digital and analog recordings of results of geophysical experiments on earth materials in the laboratory. *Topics:* Structure of the earth; geodynamics; gravity maps and anomalies; motion of the earth; geomagnetic charts; paleomagnetism; properties of rocks; solid earth geophysics; geothermal studies. *Special Access Notes:* Some of these data are available according to the standard list of charges. Most are in the form of raw data or working notes and are not available.

Manual

- Instrument Operations in the field and laboratory

EMR-390

Support Documentation

Description: Field notes and books describing station locations, elevations, manual instrument readings; computer programs for correcting or manipulating geophysical data; and instrument design drawings and descriptions. *Topics:* Documentation of field station and observatory locations; computer programs; instrument drawings; solid earth geophysics.

Geological Surveys of Canada

The Geological Surveys of Canada contribute the results of the geological research and surveys, quantitative measurements resulting from geophysical and geochemical surveys and research on exploration methods and technologies.

Classes of Records

EMR-400

Geoscience Research and Surveys - Operations

Description: Information pertaining to scientific and technical projects required to perform the functions of the Geological Survey. *Topics:* Scientific projects; project identification; Annual Performance Review; Project Annual Instructions; Annual Performance Plan; Annual Progress Reports; long-Term (5-year) plans; activity approval documents. *Special Access Notes:* The files are cross-referenced by province and project leader. *Storage Medium:* Field note books, manuscript maps, photographs.

Manual

- Catalogue of Scientific Projects

EMR-410

Geoscience Research and Surveys - Information interchange

Description: Documentation on relations, liaison, agreements, conferences, meetings, grants and information exchanges between the Geological Survey of Canada and other government departments and agencies, universities, industry, committees, associations and societies both nationally and internationally. *Topics:* Canadian federal government departments; associations; Crown corporations; Advisory Committee; provincial government departments; research agreements; royal commissions; industry; universities; societies; other countries.

EMR-420

Geoscience Research Collections

Description: Research collections of specimens of minerals, rocks, meteorites, invertebrate fossils and plant remains, descriptive and photographic material pertaining to the above. *Topics:* Meteorites; fossils; minerals; invertebrate fauna; rocks; flora. *Retrievability:* Files are arranged geographically by NTS (National Topographic System) and cross-referenced alphabetically. *Storage Medium:* Specimen trays, microscope slides, photographic records.

EMR-430

Geoscience Data

Description: Quantitative and qualitative analyses and description of rocks, minerals, fossils, sediments and related geological and geophysical data derived from systematic surveys of onshore and offshore areas of Canada. *Topics:* Coal; hydrocarbons; geochemistry; mineral commodities; geochronology; palaeontology; geology; palynology; geophysics; sedimentology. *Retrievability:* Files are arranged by

geographic location and by commodity or element. *Storage Medium:* Microfilm card, machine readable.

Surveys and Mapping Branch

This Branch provides the foundation for the other activities of the Sector, other government departments, municipal and provincial governments, agencies and industries by providing the geodetic, topographic and geographic base of Canada. In addition, the Branch has the responsibility for the periodic production of a National Atlas, cyclic revision of aeronautical charts, electoral maps and the surveying of Canada lands.

Divisions

- Branch Headquarters
- Geodetic Survey Division
- Topographical Survey Division
- Geographical Services Directorate
- Legal Surveys Division
- International Boundary Commission
- Reproduction and Distribution Division

Branch Headquarters

Headquarters provides planning, administrative, financial, personnel and other central services to the producing units; works closely with provincial agencies to co-ordinate federal and provincial programs to ensure an information exchange on activities of mutual interest; and includes the National Advisory Committee on Control Surveys and Mapping and the Canadian Council on Surveys and Mapping. The Branch chairs one federal committee, the Interdepartmental Committee on Air Surveys and is a member of the Interdepartmental Committee on Aeronautical Charting.

Classes of Records

EMR-440 Professional Services

Description: Information on the provision of professional services and training facilities by the Branch to CIDA; private sector surveying and mapping firms and relations with various foreign countries; also provides EMR-CIDA training and assistance to these countries. *Topics:* Barbados; Guyana; Indonesia; Nepal; Nigeria; Haiti; Morocco; Pakistan; St. Lucia; Tanzania; Zambia; Zimbabwe.

EMR-450 Foreign Aid

Description: Information on relations between the Branch and Canadian International Development Agency regarding Foreign Aid Projects. *Topics:* EMR-CIDA Agreement - (Memo of Understanding); EMR-CIDA Training and Development Assistance; Nigerian Topographical Mapping Project.

EMR-460 Scientific and Technical Exchanges

Description: Information on scientific and technical exchanges, agreements and studies with other countries; international relations between Canadian scientists in the natural and physical sciences,

including medical science and scientists employed in the federal government and foreign countries; also co-operation in science and technology between Canada and various countries. *Topics:* The American Society for testing and materials; the International Cartographic Association; the American Society of Photogrammetry and the American Congress on Surveying and Mapping; the Military Air Standardization Committee, NATO, Brussels; the International Civil Aviation Organization, Montreal; Defence Mapping Agency, U.S.A.

Geodetic Survey Division

The Geodetic Survey Division provides a network of geodetic control points across the nation (points of the first order of accuracy on which other classes of surveys as well as all mapping are based). Just as a highrise building depends on a steel frame for its existence, so does the surveying and mapping structure of the nation depend on a framework of established control points. The Geodetic Survey's mission is to propagate and maintain this basic, rational positional reference network.

Classes of Records

EMR-470 Inertial Survey System

Description: Information on the adoption of inertial navigation systems to geodetic applications, which has resulted in the highly successful Inertial Survey System (I.S.S.) now routinely being applied in combination with satellite technique in the more economic extension of the geodetic network. *Topics:* Control of I.S.S. in Northern Ontario; adjusted positions and classifications; Final I.S.S., smooth co-ordinates for stations; Special projects - investigations and analyses. *Storage Medium:* Working files

— field papers.

EMR-480 Vertical Control

Description: Information on the elevation above sea level of located points. "First order levelling" provides precise measurement in the differences of elevation above sea level of points on the earth's surface. *Topics:* Municipal governments; provincial and territorial governments; EMR - other branches; levelling statistics; United States agencies.

EMR-490 Horizontal Control

Description: Information on series of points, officially described in terms of latitudes and longitudes, which serve as an "anchor" for mapping, navigation, charting, property surveying and resource exploration. *Topics:* Astro observations from 1900 to present; latitude, longitude and azimuth observations and computations; station descriptions. *Retrievability:* Astro Data Indexing.

EMR-500 Supplementary Control

Description: Information on an integrated network of lower order control throughout Canada in co-operation with provincial authorities, which provides horizontal and vertical control as requested by Topographical Surveys. *Topics:* Field surveys; field reports; mekometer reports; I.S.S. reports; inspection reports; I.S.S. adjustment reports; Inertial and Gyro systems. *Retrievability:* Files are arranged by author.

Manuals

- ER 18 Inertial and Gyro Systems
- ER 19 Field Reports

Topographical Survey Division

The Topographical Survey is responsible for mapping the nation at map scales of 1:50,000 and 1:250,000. These figures simply mean that one unit of measurement on a map is equal to the indicated larger number of that same unit on the ground. To date, the complete mapping of Canada has been accomplished at the 1:125,000 scale only, involving a total of 918 map sheets. The larger of the new scales mentioned, the 1:50,000 provides a greater number of detailed information sheets to cover the entire nation. As a compromise between cost and the desired amount of map detail, the 1:50,000 series is well suited to today's national development needs.

Classes of Records

EMR-510

Digital Mapping

Description: Information on three programs developed for future exchange of digital topographic map information between the various levels of government: Standards for the Classification of Topographic Features; Standards for Topographic Data Precision and quality; and Standards for Electronic Data Processing as Applied to Digital Topographical Data. *Topics:* Digital Mapping Stereo Compilation; digital mapping Gestalt; Photomapper; digital mapping software; automatic digitizing.

Manual

- Digital Mapping Standards

EMR-520

Research and Development (Topographical Surveys)

Description: Research on methods of using Landstat (satellite images) to detect changes in the topography in wilderness areas, for application in the maintenance of the 1:25,000 scalings. *Topics:* Remote sensing; SURSAT project.

Geographical Services Directorate

The Geographical Services Directorate builds on the mapping of Topographical Survey and places that map information in a special perspective by using it as a background to portray the full range of geographical characteristics of Canada as a whole. These geographical characteristics are researched and brought together in a unified, coherent, cartographic entity called the *National Atlas of Canada*.

Classes of Records

EMR-530

Aeronautical Charts

Description: Information on aeronautical chart support for civil and military flight safety. Chart production is co-ordinated to ensure that air traffic controllers and pilots receive current information. *Topics:* World Aeronautical Charts; Joint Operation Graphic; Joint Arctic Weather Stations; DASH, IFR, VFR, GPH 205N, GPH 206, GPH 207. *Special Access Note:* The original compilation manuscript and operational charts are kept in Room 160 for revision of video and controller charts every 56 days. Available to the public through

Canada Map Office and Department of Transport. *Storage Medium:* Film.

EMR-540

Canadian Permanent Committee on Geographic Names

Description: A data bank of geographical names in Canada, applicable to each topographical map and hydrographic chart. *Retrievability:* Files are arranged by map or hydrographic chart series. *Storage Medium:* Microfiche.

Legal Surveys Division

This Division is headed by the Surveyor General of Canada. It is responsible for the management and regulation of all surveys of Canada Lands under the Canada Land Surveys Act.

Classes of Records

EMR-550

Legal Surveys

Description: Information on surveys carried out by Canada Land surveyors or by provincial land surveyors which provide a safeguard to holders of land rights and supply information on the management of lands, particularly those of the native peoples, by providing good surveys, plans and maps. *Topics:* Canada Lands - National Parks, Yukon and the Northwest Territories, the offshore and 2,300 Indian reserves; boundary surveys; government department surveys; provincial surveys; inspection of approved surveys; plans under the Land Title Act; Canada Lands Survey Act. *Storage Medium:* Linen, Cronaflex, Mylar, sepiapaper, linen, matte, film, negative, Kodagraph-film, diazo negative.

International Boundary Commission

The Commission is a treaty organization that is responsible for maintaining and regulating the boundary between Canada and the United States.

Classes of Records

EMR-560

International Boundary

Description: Information on the position of any point on the boundary line. This assists in the prevention or resolution of jurisdictional disputes between Canada and the United States. *Topics:* Boundary line traversing; regulating the construction of works near the boundary; monuments; territorial waters; U.S.-Canada environmental relations.

Manuals

- 15 Year Long Range Plan - International Boundary Commission Field Manual

Reproduction and Distribution Division

The Division makes available to users, on a cost-recovery basis, the data collected and compiled by other Divisions of the Branch. The Division's operations are financed largely from the sale of these products to the users. The products include topographic maps, geographical maps, aeronautical charts and air information publications produced by Topographical Surveys and Geographical Services. Users of the products include federal government departments and agencies,

Energy, Mines and Resources

industry, educational institutions, and, to an ever-increasing degree, the general public.

Classes of Records

EMR-570

Map Reproduction

Description: Information on the provision of duplicate map reproduction negatives to other governments and industry. *Topics:* Topographical maps; geographical maps; aeronautical charts.

EMR-580

National Air Photo Library

Description: A hard copy collection of all aerial photography acquired by the federal government. *Topics:* Aerial photography reproduction; aerial photography processing; aerial photography; contact prints; diapositives; remote sensing; customer orders.

Polar Continental Shelf Project

The Polar Continental Shelf Project provides a centralized logistic service for scientific work being conducted in the Arctic. In addition, it provides information to the scientific community and local inhabitants on Arctic research and operations. It also conducts limited research into Arctic problems which are not being addressed by other agencies.

Classes of Records

EMR-590

Hydrographic and Oceanographic Surveys

Description: Information on the charting, measurement of flow, behavioral investigation and delineation of the extent and depth of Arctic waters; also studies in marine biology, sea-bottom morphology and resource exploitation of Arctic waters.

EMR-600

Glacier Physics

Description: Information on physical properties and composition of glaciers, including chemical and climatic data from ice cups in the Canadian Arctic and Greenland.

EMR-610

Wildlife Studies of the Arctic

Description: Information on the Arctic study of living things that are neither human nor domesticated, such as mammals, birds or fish.

EMR-620

Terrestrial Geology

Description: Information on investigations of terrestrial geology of Arctic regions, which includes information on the history of the earth, plant life and inhabitants as recorded in the rocks.

Mineral Policy Sector

This Sector is responsible for developing, promoting, co-ordinating and recommending national policies, plans and programs for non-fuel minerals. It is also responsible for the collection, assembly and publication of national mineral statistics on behalf of the federal government in co-operation with the provinces, and the co-management (with the Department of Regional Economic Expansion) on

behalf of the federal government of mineral development sub-agreements currently with six of Canada's 10 provinces. In addition, the sector provides direction for the management of the Minerals Program within the Department.

Its work includes the collection of national and international data and intelligence, the conduct of ongoing appraisals, studies and representations in a provincial, national and international context on matters of exploration, development, production, processing, transportation, trade and use of non-fuel minerals. The Sector is divided into three Divisions: Information Systems, Mineral Development and Mineral Supply.

Classes of Records

EMR-630

Mineral Commodity Information

Description: Mineral commodity information on Canadian and world supply and demand in minerals, necessary to analyze the development and production of domestic and foreign mineral resources and products, and the availability of minerals for export. *Topics:* Reserves; economics; legislation and regulation; exploration methods; manpower and employment; occurrence; mining methods; exploration; processing; environment; production; transportation and storage; projects and studies; development; use.

Manual

- Mineral Policy Sector Records Index

EMR-640

Corporate Information

Description: Corporate information maintained in support of the mineral supply, mineral development, economic and policy analysis and mineral information system sub-activities of the Minerals Program. *Topics:* Corporate history; financial data; property holdings; annual reports and field investigation studies. *Retrievability:* Files are arranged by company.

Manual:

- Mineral Policy Sector Records Index

EMR-650

Statistical Information

Description: Data acquired from statistical surveys of the industry, in co-operation with the provinces, as direct support to the mineral information system sub-activity (which, in turn, supports other sub-activities within mineral development) and other activities, of the Minerals Program. *Topics:* Mining, milling, refining, financial and marketing data.

Manual

- Mineral Policy Sector Records Index

EMR-660

International Minerals

Description: Acquired information on foreign mineral resources and products, imports, and international trade matters. Data sources include the OECD, ECE, UNCTAD, NATO, etc. *Topics:* United Nations; Organization for Economic Co-operation and Development (OECD); country files; North Atlantic Treaty Organization (NATO); Federal-Provincial Committee on International Economic

Development (CIEC); tariffs and trade; European Economic Community (EEC); Law of the Sea; Canadian Economic Commission (CEC); Economic Commission for Europe (ECE).

Manual

- Mineral Policy Sector Records Index

EMR-670

Regional Development and Planning

Description: Information on mineral resource production, transportation and technology by province or region. Records also cover federal-provincial cost-shared programs for economic development or ones that are straight federal initiatives. *Topics:* Department for Regional Economic Expansion (DREE); World Economic Opportunities Conference (WEOC); Non-Renewable Resource Evaluation Program; Northern development; native land claims; economics; transportation; mineral technology; mineral development.

Manual

- Mineral Policy Sector Records Index

EMR-680

Resource Evaluation, Mineral Supply

Description: Information on the mineral supply - the information bases used to ensure the availability to Canadians of an adequate supply of minerals and metals for current and future uses. *Topics:* Mineral reserves and resources; energy reserves and resources; commodity supply monitoring (Canadian Mines); technological developments; mineral exploration; ocean mining; mining costs; import monitoring; recycled metals.

Manual

- Mineral Policy Sector Records Index

EMR-690

Resource Strategy

Description: Information on the macroeconomic analysis of domestic and international non-energy minerals. *Topics:* Canadian non-energy mining industry; federal-provincial issues; cost of new mining projects; mineral demand studies; environmental issues; constitutional factors; taxation issues; industry structure studies; foreign ownership.

EMR-700

Social and Environmental Information

Description: Records on health and safety, human resources, single enterprise communities and environmental issues. *Topics:* Environment; human resources: training, manpower incentives.

Manual

- Mineral Policy Sector Records Index

Research and Technology Sector

This Sector is responsible for research which spans the accepted public sector spectrum of regulatory, protective and production-efficiency technologies to enhance the development of Canada's renewable and non-renewable resources. Specifically, technologies for the extraction, processing, use and conservation of mineral and energy resources; the regulation of explosives; and remote sensing, are

addressed by four activities in the Minerals and Earth Sciences Program and one activity in the Energy Program. These areas of interest - energy, mineral resources and high-technology industrial development - relate directly to government priorities for the 1980s. These activities are carried out by four Branches: the Canada Centre for Mineral and Energy Technology (CANMET), the Canada Centre for Remote Sensing (CCRS), the Office of Energy Research and Development (OERD) and the Explosives Branch.

Canada Centre for Mineral and Energy Technology

The Canada Centre for Mineral and Energy Technology (CANMET) carries out R&D to assure effective use of minerals and energy, to develop new technology and to assure the availability of energy from innovative as well as traditional sources. Work proceeds through contracts and in-house to find ways of improving the recovery, processing and use of energy resources. Research focuses on developing alternative resources which lie untapped: oil sands and heavy oils, substituting coal for oil and gas in the generation of electrical energy; and minerals technology. The focus is on exploitation of deep-lying, complex deposits, recycling waste products and reducing environmental damage. CANMET is also charged with the certification of non-destructive testing personnel for government and industry. Work is carried out through the Physical Metallurgy Research Laboratories (PMRL), the Mining Research Laboratories (MRL), the Mineral Sciences Laboratories (MSL) and the Energy Research Laboratories (ERL).

Classes of Records

EMR-710

Physical Metallurgy Technology Research and Development (PMRL)

Description: Information on metals R&D technology, metals research and processing technology, standards and specifications. *Topics:* Metals Research; Minerals Program (Utilization) - abrasion, corrosion, line pipe steel, plate steels, steels in soils, welding of pipe, pressure vessels, zone toughness, weld defect, weld mechanics, fracture and stress, corrosion-resistant steel reinforcement in concrete; free machining steels; energy conservation in metal castings; continuous casting; metal casting industry technology; electroslag casting; high strength copper-base alloy for ship-board systems; aluminium castings; marine materials; automotive materials; rolling mill performance fluidized-bed cooling; casting standards; Metals Research, Minerals Program (Processing) - foundry sands, metallic wastes packed bed filter, welding, health and safety; Metals Research, Energy Program (Utilization) - oil sand tailings pipelines, in-site production materials problems, materials for hydrocracking and refining evaluation of materials for natural gas pipelines, development of improved steels and processes for oil and gas pipelines.

EMR-720

Mineral Technology Research and Development (MSL)

Description: Information on basic and applied R&D of new and improved technology for processing of ores and concentrates, involving mineralogy, crystallography, spectrography, analytical chemistry and the production and distribution of standard reference ores typical of major Canadian deposits. *Topics:* Mineral processing; mineral dressing; construction materials; ceramics; non-metallic and waste minerals; mineralogy; analytical chemistry; ores and fire assay; solution chemistry; spectrochemistry; physical chemistry; extractive metallurgy; process metallurgy; Canadian Certified Reference Materials. Special Access Notes: Records are with the appropriate laboratory managers. *Storage Medium:* Magnetic discs relating to computer

Energy, Mines and Resources

programs for chemical analysis and crystal structure determination and spectrochemistry.

EMR-730 Mining Technology Research and Development (MRL)

Description: Information on the development of new technology through associated research and development applicable to most facets of surface and deep underground mining; includes consideration of environmental and safety factors in the exploitation of minerals and mining of oil sands. *Topics:* Certification and contract testing, underground environment - diesel emissions, ventilation, methane coal dust explosion, underground communications, raise boring, backfill problems, ground stress investigations, mining mechanics, oil sand mining, safety boards of inquiry; health and safety, mine dust, noise and vibration, hearing problems, in-house research in dust sampling, radiation dosimetry and radiation problems; mine tailings, mining reclamation; vegetation technology; agricultural practices; growth chamber technology; radioactive waste; explosives test results; tunneling; uranium reserves, rock properties. *Storage Medium:* Slides, aerial photographs and computer magnetic tape.

Manual:

- User Manuals for Computer Applications
- Procedure Manuals for X-Ray Analysis of Mine Dust
- X-Ray Operations
- Analytical Method of Waste Water

EMR-740 Energy Technology, Research and Development (ERL)

Description: Information on the analysis and characterization of fossil fuels; the evaluation of fuel quality; and development and assessment of technology for improved upgrading, processing and conversion of coals, oil sands and heavy oils, and for more efficient, environmentally acceptable full combustion of various fuel types. *Topics:* Combustion research and development; energy conservation; industrial heating; substitution of coal for oil; synthetic fuels research and development, coal analysis; characterization of coal derived products; coal processing - washing, carbonization, testing, conversion, physical properties, iron making, blast furnace. *Storage Medium:* Photos, magnetic discs, slides.

EMR-750 Mineral and Energy Technology Information Transfer

Description: Correspondence on the transfer and exchange of scientific and technological information in the fields of energy, mining, minerals and metallurgy, including technological information inquiries and advice. (The publication of CANMET technical and scientific publications is a function of the Technology Information Division). *Topics:* Environment protection, international affairs; technological exchange; energy; energy research and development; coal; conservation; Mineral Research Program; mining; physical metallurgy.

Manual

- Guide for the Preparation of CANMET Publications

EMR-760 Certification of Non-Destructive Testing Personnel (PMRL)

Description: Information on the control of the certification of non-destructive testing (NDT) personnel from government and industry, by the NDT section of CANMET as certifying agent under standards of the Canadian General Standards Board. Certification requires

written and practical tests. Note: NDT is testing to detect internal and concealed defects in materials using methods and techniques that do not damage or destroy the items being tested. *Topics:* Non-destructive testing personnel; Non-Destructive Test Examination Papers; cross reference file of marks and renewal dates; specifications for non-destructive testing; X-rays of metallic material (weldments, castings); NDT courses.

Canada Centre for Remote Sensing

The Canada Centre for Remote Sensing (CCRS) is responsible for the development and demonstration of systems, methods and instruments to acquire, disseminate and analyze remote sensing data from aircraft and satellites, as a contribution to the development of effective information and management systems for Canada's land and ocean resources and environment.

Classes of Records

EMR-770 Airborne Remote Sensing

Description: Information on the development of airborne sensors, navigation systems and related data processing facilities. A fleet of four aircraft is used in missions directed towards development and testing of remote sensing sensors and techniques for use by federal and provincial governments and private industry. *Topics:* Photographic equipment; ice thickness; oil pollution; sensors; heat loss; navigation systems; aircraft; hydrography; European Space-Agency; Surveillance Satellite.

EMR-780 Remote Sensing Data Conversion

Description: Information on the operation of receiving stations at Prince Albert, Saskatchewan and Shoe Cove, Newfoundland and on transmission of data from satellites to Ottawa for processing. The data is converted into film products, computer tapes and facsimile transmissions which are sold to users. *Topics:* Landsat, NOAA satellites and related imagery; ground stations; multispectral scanners; satellite sensors; software development; radar satellite development; customer accounts.

EMR-790 Development and Use of Remote Sensing Techniques

Description: Information on the development and practical application of Remote Sensing Data. Computer-assisted image analysis is developed and used in resource management and environmental monitoring. *Topics:* Crop monitoring; Image 100 development; image processing; sea-ice studies; spectroscopy; Land-Use Studies; infra red applications; marketing of remote sensing products. *Storage Medium:* Magnetic tapes, magnetic disc packs, aerial photographs.

Manual

- Manual for operation of Photographic Analysis System

Office of Energy Research and Development

The Office of Energy Research and Development (OERD), as secretariat for the Interdepartmental Panel on Energy Research and Development, is responsible for the development of federal R&D policies to support national energy strategy options; collection of information on R&D and demonstration activities in federal and

provincial departments and agencies, industry, universities, and internationally; provision of advice on the allocation of federal R&D resources; technical evaluation of federal R&D programs; management of energy R&D programs through contracts and co-operative agreements; and provision of information on Canadian energy R&D.

Classes of Records

EMR-800

Energy Research and Development

Description: Information on general federal R&D activities, as well as specific tasks and programs funded by the Panel on Energy Research and Development. *Topics:* Financial records; supply and demand; transportation and transmission; international arrangements and activities; federal-provincial agreements and activities; demonstration projects; expenditures and funding; environmental concerns; renewable energy resources and energy conservation; fossil fuels; uranium resources.

Explosives Branch

This Branch is responsible for the administration of the Canada Explosives Act and related activities in the explosives field. Its

responsibility includes control over all factories that produce commercial blasting explosives, military explosives, blasting accessories, sporting ammunition, fireworks and other pyrotechnics, and control of the quality and safety of these products. The Branch also monitors road transportation, storage, sale and importation of explosives.

Classes of Records

EMR-810

Administration of the Canada Explosives Act

Description: Information on the regulation throughout Canada of the manufacture, storage, sale, transportation by road and use of explosives on federal projects. This is done by inspecting and licensing factories, magazines and road vehicles, authorizing explosives, providing technical advice to other government agencies (international, federal and provincial) and conducting training courses on explosive safety. *Topics:* Explosives Act and Regulations; Authorized Explosives; statistics; storage requirements; factory licences; testing and authorization; magazine standards; magazine licences; classification; transportation; temporary magazine licences; explosive types; disposal of explosives; import permits; ammonium nitrate/fuel oil; manufacture; transportation permits; accidents; publications.

Manual

- Explosives Branch File Index

Background

The Department of the Environment officially came into being on June 11, 1971, following proclamation of the Government Organization Act (1970). It was created to amalgamate elements within the federal government already involved in work related to the Canadian environment and our renewable resources. The Department is also known by the short form Environment Canada.

On April 2, 1979 the proclamation of the Government Organization Act (1979), reorganized Environment Canada into two departments: a new Environment Canada which included Parks Canada, and Fisheries and Oceans Canada. The present Minister, the Honourable John Roberts, was appointed on March 3, 1980.

Environment Canada includes the Atmospheric Environment Service, formerly the Canadian Meteorological Service, from the Ministry of Transport; the Canadian Forestry Service; the Environmental Protection Service; the Environmental Conservation Service, which is made up of the Canadian Wildlife Service, the Inland Waters and the Lands Directorates; Parks Canada, which includes National Parks, National Historic Parks and Sites, Canadian Landmarks, Heritage Canals, Rivers, Buildings and other Co-operative Heritage areas and Agreements for Recreation and Conservation; and Finance, Personnel and Administrative Service.

Laws and Regulations

- Ambient Air Quality Objectives, Nos. 1 and 2
- Canada Water Act
- Canada Wildlife Act
- Chlor-Alkali Mercury Liquid Effluent Regulations
- Clean Air Act
- Environmental Contaminants Act
- Fisheries Act
- Forestry Development and Research Act and Regulations
- Game Export Act
- Historic Sites and Monuments Act
- International River Improvements Act
- International River Improvements Regulations
- Lake of the Woods Control Board Act
- Lead Gas Regulations
- Lead-Free Gasoline Regulations
- Meat and Poultry Products Plant Liquid Effluent

Regulations

- Metal, Mining Liquid Effluent Regulations
- Metallurgical Industries Arsenic Information Regulations
- Migratory Birds Sanctuary Regulations
- Migratory Birds Convention Act

- Migratory Birds Regulations
- National Battlefield Act of Quebec
- National Parks Act and Regulations
- Ocean Dumping Control Act and Regulations
- Parks Canada Policy
- Petroleum Refinery Liquid Effluent Regulations
- Phosphorus Concentration Control Regulations
- Pulp and Paper Effluent Regulations
- Weather Modification Information Act and Regulations
- Wildlife Area Regulations

Overall Responsibilities

The primary object of Environment Canada is to preserve and enhance the quality of the environment for the benefit of present and future generations of Canadians. This will lead to the achievement of the goals of safeguarding:

- man's health and property from harmful substances and environmental changes, whether natural or man-made; resource productivity, through conservation and wise use of renewable resources, for sustained economic and social benefits;
- man's quality life, on the basis of the development of society in harmony with its environment, permitting enjoyment of the environment and its constituent resources; and
- Canada's heritage, through the protection for all time of those places which are significant examples of Canada's natural and cultural heritage and the encouragement of public understanding, appreciation and enjoyment of this heritage in ways which leave it unimpaired for future generations.

The fulfillment of this commitment encompasses the functions of informing, influencing, protecting, regulating, monitoring, carrying on and practising scientific research, resource management and conservation.

The responsibility for the environment and its constituent resources is shared between the federal and provincial governments, with each level having jurisdiction over different aspects of the environment. The provinces have direct management responsibility for most environmental and resource matters within their borders. The federal government has responsibility for matters clearly within its jurisdiction (e.g., the Territories, National Parks, oceans, some resources such as fisheries, flow of goods into and within Canada, and the impact of its own activities) and for matters which the provinces cannot readily or cost-effectively undertake separately (e.g., weather services, information collection, and research). As environmental processes transcend political boundaries, and as the same human activity can impinge on matters under both federal and provincial jurisdictions, there is a basic requirement for both levels of government to co-operate in the formulation and execution of their environmental policies.

In addition to its activity within this overall domestic framework, the Department is also dealing with international issues in a way that will protect Canada's environment and renewable resources, and at the same time contribute meaningfully to the resolution of international

Environment Canada

problems such as world-wide contaminant research, climatic change, long-range transport of air pollutants and development in developing countries.

The federal government is generally expected to have views on environmental issues which, regardless of jurisdiction, are of increasing concern to the public. The public expects the government and enhancement of environmental quality. There is a continuing public expectation of sound environmental policy which involves the promotion of development in which economic, social and environmental policy which involves the promotion of development in which economic, social and environmental objectives converge. The evolution of public consciousness about collective responsibility is actively fostered by the Department through greater communication and awareness of environmental problems and by the maintenance of an open, accessible information service.

The Department services the mandate of the Minister who is the main advocate of prudent consideration of the environment in planning by the government. This task can conveniently be viewed within four main interrelated functions undertaken through the activities of a number of federal departments and agencies. These functions are described below.

- **Monitoring and scientific research** - Data collection, monitoring of developments, scientific research, analysis and interpretation of the state and processes of the environment are undertaken for air, water, oceans, land, forests and wildlife. This generates information of various types, including the definition of environmental and health constraints.
- **Protection and Regulation** - In light of these constraints, where federal authority exists (e.g., ocean dumping, federal facilities clean-up, Northern resources), the Department works to minimize adverse impacts of toxic substances and pollutants on human health, environmental systems and renewable resources.
- **Resource Management and Conservation** - Directly, if within federal responsibility (e.g. migratory birds, parks, federal lands), or jointly with the provinces if jurisdiction is concurrent (e.g., boundary water river basins and flood damage reduction), Environment Canada promotes conservation and sustained economic use.

The specific Parks Canada objective is to protect for all time those places which are significant examples of Canada's natural and cultural heritage and to encourage public understanding, appreciation and enjoyment of this heritage in ways which leave it unimpaired for future generations.

- **Information and Influence** - Information and technical services of various types (e.g., meteorological and ice services, water information, land-use data and pollution abatement technology are provided to a wide variety of users. Information and advice influence the environmental protection and resource management decisions of others (the private sector, provinces and other countries) to provide maximum continued benefit to all Canadians, and encourage responsible environmental behaviour by the federal government and other jurisdictions.

General Information

Information Directorate

A General Departmental Publications List and a Scientific and Technical Departmental Publication List are prepared by the departmental Inquiry Centre (Information Directorate). Other lists of

general, scientific and technical publications are produced by the Services and Directorates listed below:

- Canadian Forestry Service (CFS)
- Environmental Conservation Service (ECS)
- Inland Waters Directorate
- Lands Directorate
- Canadian Wildlife Service (CWS)
- Environmental Protection Service (EPS)
- Air Pollution Control Directorate
- Environmental Impact Control Directorate
- Water Pollution Control Directorate (PC)
- Parks Canada (included in the General Publications List of Environment Canada)
- Atmospheric Environment Service (AES)
- Federal Environmental Assessment Review Office (FEARO)
- Office of the Science Advisor
- Canadian Environmental Advisory Council

Access Procedures

Please address formal requests under the Access to Information Act to:

Access Co-ordinator
Department of the Environment
10 Wellington Street
Les Terrasses de la Chaudière
28th Floor,
Hull, Quebec
K1A 0H3
Telephone: (819) 997-2821

National Capital Region

Access Contact
Environment Canada
Finance Personnel and Administration
10 Wellington Street
Les Terrasses de la Chaudière
23 Floor
Hull, Quebec
Telephone: (819) 997-0210

Access Contact
Environmental Protection Service
Place Vincent Massey, 15th Floor
Hull, Quebec
Telephone: (819) 997-1575

Access Contact
Environmental Conservation Service
Place Vincent Massey, 18th Floor
Hull, Quebec
Telephone: (819) 997-1252

Access Contact
Atmospheric Environment Service
Terrasses de la Chaudière
27th Floor
Hull, Quebec
Telephone: (819) 997-1588

Access Contact
Parks Regions
Parks Canada Program
Terrasses de la Chaudière
27th Floor
Hull, Quebec
Telephone: (819) 997-9525

Access Contact
Canadian Forestry Service
Place Vincent Massey
21st Floor
Hull, Quebec
Telephone: (819) 997-1454

Access Contact
Federal Environment Assessment
Review Office (FEARO)
Fontaine Building
13th Floor
Hull, Quebec
Telephone: (819) 997-1000

Regions

Pacific and Yukon Region

Access Contact
Department of the Environment
1001 West Pender Street
Room 400
Vancouver, British Columbia
V6E 2M7
Telephone: (602) 544-2883

Western and Northern Region

Access Contact
Department of the Environment
9942 - 108 Street
Edmonton, Alberta
T5K 2J5
Telephone: (403) 420-2555

Ontario Region

Access Contact
Department of the Environment
55 St. Clair Avenue East
7th Floor
Toronto, Ontario
M4T 1M2
Telephone: (416) 525-6406

Région du Québec

Access Contact
Ministère de L'Environnement
C.P. 10100
Édifice Champlain, 5e étage
2700, boul. Laurier

Ste-Foy, P.Q.
G1V 4H5
Telephone: (819) 694-4406

Atlantic Region

Access Contact
Department of the Environment
Bank of Montreal Tower
17th Floor
5151 George Street
Halifax, Nova Scotia
B3J 1M5
Telephone: (902) 454-5896

Major EDP Systems

- Climatological Data Archive, AES
- World Ozone Data, AES
- National Water Quality Data (NAQUADAT), ECS
- Water Resources Document References (WATDOC), ECS
- Great Lakes Limnological Data, ECS
- Automated Hydrometric Data, ECS
- Sediment Survey Data, ECS
- Glaciology Data, ECS
- Canada Geographic Information System, ECS
- Migratory Game Bird Data, ECS
- Migratory Game Bird Data, ECS
- Water Effluent National Inventory System (WATENTS), EPS
- National Air Pollution Surveillance (NAPS), EPS
- National Air Emissions Inventory (NEIS), EPS
- National Environmental Emergency Locator System (NEELS), EPS
- National Analysis of Trends in Environmental Spills (NATES), EPS
- Canadian Chemicals in Commerce (CCC), EPS
- Forest Insect and Disease Survey (FIDS), CFS
- National Forestry Statistics Data, CFS
- Canadian Inventory of Historic Buildings (CIHB), PC

Parks Canada

Program Management Directorate

The activities of this Directorate include the overall management of program planning and evaluation functions in Parks Canada, the

preparation of multi-year forecasts and estimates and the development and implementation of policies, programs and standards related to general administration, information services, liaison and co-operation at the national and international level, management consultation, reviews and audits, socio-economic research, and townscape management. They also include realty policy and engineering and architectural activities which are shown separately in this listing. The records in the following classes are located at Parks Canada Headquarters, and Regional and Park offices.

Classes of Records

EC-10

Parks Canada Program

Description: Information on the general management and operational responsibilities of the Parks Canada Program. *Topics:* Policy and program activities; information exchange with foreign countries; hours of operation; levels of service; awards and honours; co-operative activities with public and private organizations; capital development projects and planning systems; operational planning; management improvement; central system program evaluation; public consultation and participation; general resources - inventories, management and research; park signs; general surveys and studies.

Manuals

- National Parks Act and Regulations
- Parks Canada Policy Reference Manual (PRM 40-1)
- Parks Canada Administrative and Management Guidelines
- Parks Canada Sign Manual (PRM 40-2)
- Parks Canada Trail Manual (PRM 40-3)
- Parks Canada Campground Manual (PRM 40-4)
- Parks Canada Identification Manual (PRM 40-5)
- Parks Canada Natural Resources Management Process Manual (PRM 40-6)

Realty Division

The function of this Division is to provide direction and guidance on the management of real property administered by Parks Canada, and involves leases, licences, agreements, rentals, acquisitions, disposals and titles.

Classes of Records

EC-20

Realty

Description: Information on the management of real property administered by Parks Canada for the purposes of National Parks, National Historic Parks and Sites, Heritage Canals and Corridors and includes the acquisition of land by the Crown, the leasing, licensing and granting of concessions on Crown-owned land, the sale and disposal of Crown-owned land and other related land matters. *Topics:* Admiralty, Dominion and Ordinance lands; general agreements; agreements for bridges and causeways; roads, walks and highways, wharves and docks; boundary lines and encroachments; freehold lands; lettings and concessions; franchises; lease of land; licences of occupation; use of electric power, water power, surplus water; land acquisition; sale and disposition of land; utilities - land use, rental setting. Storage

Media: EDP and microfiche. *Retrievability:* The general realty records are arranged by subject. Individual leases, licences of occupation and concessions are arranged by location, the number of the lot and block and by the name of the individual.

Socio-Economic Division

The function of this Division is to provide socio-economic advice and related research to the Parks Canada Program; to maintain a socio-economic research data accumulation and data analysis capacity; to develop socio-economic research methods to meet recurring Parks Canada Program needs; and to maintain a socio-economic information.

Classes of Records

EC-30

Socio-Economic Projects

Description: Information on socio-economic surveys and studies carried out by Parks Canada in support of the planning, development and operation of National Parks, National Historic Parks and Sites, Heritage Canals and Agreements for Recreation and Conservation. *Topics:* Research review process; information inquiries from internal and external source research projects; surveys and studies; historical data.

EC-40

Park - Site Database

Description: Information on the collection of attendance data for National Parks and National Historic Parks and Sites; collection of information on interpretation, camping and gateways at National Parks; vessel movement data on the Heritage Canals. *Topics:* Attendance data for National Parks and National Historic Parks and Sites; interpretive facility and services data collection; campgrounds utilization, volume of vehicle traffic at National Park gateways; vessel movement data on the Heritage Canals. *Storage Medium:* EDP systems. *Retrievability:* These records are located at Parks Canada Headquarters, Regional offices and Park offices. A Parks Canada Use Statistics report is issued annually and distributed widely (300 copies) to government agencies, universities and libraries. Monthly attendance reports (200 copies) are also distributed widely in a similar manner.

EC-50

Socio-Economic Information

Description: Information on the socio-economic aspects of park use, outdoor recreation, tourism, management and program evaluation. *Topics:* Research methodology; examples of research projects; socio-economic impact studies; bibliography on relevant topics, visitor use studies, resource management, recreation, tourism. *Storage Media:* Microfiche and film.

Engineering and Architecture Branch

The function of this Branch is to establish technical policies, standards and guidelines for engineering and architectural services and to provide functional direction and support to the Parks Canada Program in engineering, building and landscape architecture, and historic restoration, including planning, design, construction, operation and maintenance of Parks Canada real property facilities and capital assets.

Classes of Records

EC-60

Historical and Contemporary Technical References

Description: Plans, drawings, specifications, standards, guidelines and reports on historical and contemporary engineering and architectural projects in Parks Canada; also historical records and training material on historical preservation. *Topics:* Plans, drawings, specifications (contract, construction and manufacturing), standards and guidelines, "as found" information, archaeological reports, feasibility studies, recording field notes, general information and training packages. *Storage Media:* EDP and microforms.

Manuals

- Technical Standards, Guidelines and Procedure Manuals describing methods, material and required skills to design, construct, maintain, repair and restore Parks Canada contemporary and historical physical assets
- Guidelines on the resources planning, the organization and management of Engineering and Architecture functions and other technical activities and systems

EC-70

Projects

Description: Information on engineering and architectural projects carried out in the Parks Canada Program, including the project authorization form, project brief, design data, cost estimates, management reports and project schedules. (See also EC-10, Parks Canada Program). *Topics:* Planning, design, construction, operation, maintenance, equipment, services, utilities, facilities, claims and evaluation.

Agreements for Recreation and Conservation Branch

The activities of this Branch include the operation, maintenance and major upkeep of Canada's heritage canals for their preservation as historic examples of early engineering technology and for their recreational use by Canadians. The Branch is also responsible for identifying certain heritage areas containing significant natural and cultural resources, and in conjunction with other levels of government, organizations and individuals through Agreements for Recreation and Conservation, providing for their protection, use and enjoyment by the public. A further activity involves the protection and use of heritage rivers designated under co-operative agreements with provincial and territorial governments.

Classes of Records

EC-80

By-ways - Land and Water Routes

Description: Information on the operation, maintenance and major upkeep of federally operated heritage canals on the Rideau, Trent-Severn, St. Peters, Richelieu and Ottawa waterway systems; Agreements for Recreation and Conservation with other levels of governments, organizations and individuals for the research, planning, development and management of co-operative heritage areas, land and water route corridors and the protection of Canada's heritage rivers. *Topics:* General correspondence and reports on land and water routes; the construction, maintenance and repairs to facilities and works on Parks Canada's heritage canals; operation of the canals; the planning, research and development of historic and natural corridors

for recreational and conservation purposes; the protection and use of Canada's heritage rivers.

Manuals

- Canal Regulations
- Canal Land Regulations

National Parks Branch

The activities of this Branch include the development and operation of a system of national parks which will protect natural areas of Canadian significance for all time; the development of a system of natural landmarks comprising exceptional sites of national significance for their natural and scientific heritage value. The Branch is also responsible for the development and implementation of policies, procedures and legislation for planning and managing these systems to enable their use and enjoyment by the public.

Classes of Records

EC-90

Environmental Protection

Description: Information on environmental protection in the National Parks, including pollution of air, land and water, as well as regulations, studies and reports compiled on environmental protection. *Topics:* General correspondence and reports on environmental protection; pollution and pollutants; regulations; reports and returns; surveys and studies; water supplies and wildlife.

Manual

- The National Parks Act and Regulations Manual

EC-100

Flora

Description: Information on the botany, ecology and forestry management in the National Parks. *Topics:* General correspondence and reports; forest fires; regulations; silviculture; pest control; statistics; surveys and studies; timber cutting.

EC-110

Health and Social Services

Description: Information on the various health and social services provided to people in a park. *Topics:* Health services for park visitors - ambulance, hospital and nursing stations; health and welfare services for park residents by provincial governments.

EC-120

Justice and Law Enforcement

Description: Information on justice and law enforcement in the National Parks, and the National Historic Parks and Sites. *Topics:* Justice and law enforcement; crimes and violations; judiciary; juvenile delinquents; police services; reports and returns; statistics; surveys and studies.

EC-130

Marine National Parks

Description: Information on marine environments (both salt and fresh water) protected as Marine National Parks because of their natural phenomena. *Topics:* General development and planning; surveys and studies.

Environment Canada

EC-140

Mineral Resources

Description: Information on mining, oil and gas activities at or near Parks Canada facilities. *Topics:* Mineral exploration and development; mineral claims; quarrying and various mining activities; oil and gas exploration and development; leases and permits.

EC-150

National Landmarks

Description: Information on national landmarks which have been designated primarily to protect specific natural phenomena without requiring large land holdings in order to preserve and interpret them. *Topics:* Development and planning; surveys and studies.

EC-160

National Parks

Description: Administration, Management and control of National Parks. *Topics:* Archaeology and artifacts; cemeteries; development and planning; management plans; interpretive planning; townsite planning; regional planning; ski areas; day use areas; interpretive services; nature trails; signs; talks and tours; special events; extension services; interpretive centres; permits to collect specimens; public participation; research; sports; statistics; surveys and studies; tourists and tourism - accommodation; bath houses; hot springs; catering and restaurants; souvenirs and handicrafts.

EC-170

Water Resources

Description: Information on the use of water resources in the Parks. *Topics:* water levels; water rights; hydrological surveys; hydro power development within a park for park use only; hydrometric networks; regulations; reports; surveys and studies.

EC-180

Wildlife

Description: Information on all types of wildlife in the National Parks and National Historic Parks, including the management and protection of wild animals, birds, fish and insects. *Topics:* Diseases; rare and endangered species; census; licences and permits; hunting; regulations; surveys and studies; trapping; immobilization drugs; live capture; gifts of animals; preserves; furs and hides; fish culture; hatcheries and stocking; sport and commercial fishing in National parks; insects and their control; use of insecticides.

National Historic Parks and Sites Branch

This function of Parks Canada is concerned with the preservation, development, maintenance, operation and interpretation of National Historic Parks and Sites. These parks and sites commemorate persons, places and events which have been declared by the Minister, acting on the advice of the Historic Sites and Monuments Board of Canada, to be of national historical or architectural significance. The activities of the Branch include archaeological, historical and architectural research; interpretation through live animation, exhibits, films and slide programs; conservation of artifacts; and curatorial services on period furniture, costumes and apparels.

Classes of Records

EC-190

National Historic Parks and Sites

Description: Information on the preservation, development, management, interpretation, operation and maintenance of the National Historic Parks and Sites of Canada. *Topics:* Monuments and plaques;

Canadian Engineering Heritage Records; proposed parks and sites; public participation; permits; heritage conservation and building programmes; other heritage agencies; historic resources in other countries; seasonal closing; archaeology and artifacts; identification, inventory and recording of historic buildings; cemeteries; development and planning, including management plans; interpretation planning; programs for the acquisition, development and control of lands and facilities within national historic parks and sites; interpretive services - exhibits, interpretive routes, costumes, period ordinance and furnishings, personal interpretive contracts, theatres, guided tours, extension programmes, special events and interpretation centres; documentary, archaeological and architectural research; restoration; statistics, surveys and studies; tourist activities and tourism, souvenirs and handicrafts.

Environmental Conservation Service

Policy and Program Development Directorate

The Directorate integrates the many programs of ECS into a cohesive operation, develops and implements national environmental conservation policies and strategies, evaluates and controls the effectiveness and efficiency of ECS programs; and develops implements and co-ordinates integrated Department-wide programs. Class of Records

EC-200

Program Activity Structure and Objectives

Description: Information on systems for strategic and operational planning and program evaluation, management practices and controls, performance measurement, priority settings, resource - based economic strategy and perspective, socio-economic and scientific development studies, implementation of integrated programs. *Topics:* Program activity structures and objectives; surveys and studies; Improvements in Management Practices and Controls (IMPAC); toxic substances; Co-operative Projects with Industry (COPI); Pilot Industry Laboratory Program; Shore Zone Program; Biomass.

Canadian Wildlife Service

Under the Migratory Birds Convention Act and Regulations, the Canadian Wildlife Act and Regulations and the Game Export Act, the Canadian Wildlife Service has line responsibility for the management and protection of migratory birds and key elements responsible for international liaison, integrated studies and continental management with its sister agency, the Fish and Wildlife Service, U.S. Department of the Interior, and with other foreign governments.

Migratory Birds

This Branch is responsible for the protection and management of migratory birds through development of regulations, habitat management supporting research and surveys; direction of nation-wide surveys of migratory birds for regulatory and other management purposes; and the development of a national waterfowl management plan.

Classes of Records

EC-210

Biometrics

Description: Information on the biometrics of migratory birds. *Topics:* Migratory bird hunting permits; waterfowl surveys; data processing.

EC-220

Enforcement

Description: Information on the enforcement of the Migratory Bird Convention Act, the Migratory Bird Regulations and the Migratory Bird Treaty. *Topics:* General correspondence; authority to purchase migratory birds; authority to issue permits; payments of fines; black list; report convention; legal fee; appointment of game officers; appointment of agents; protocol with U.S.A.; inquiries and questions; Indians and Eskimos; treaties - Canada-France, Canada-Mexico, Canada-U.S.A., U.S.A.-Japan, U.S.A.-Mexico, U.S.A.-U.S.S.R.

EC-230

Native People

Description: Information on correspondence on native harvest surveys and native land claims. *Topics:* Hunting and fishing rights; treaties; acts and regulations; Council of Yukon Indians; Inuit Tapirisat of Canada; Northern Quebec Cree; Inuit; Naskapis; Western Arctic Inuit-Cape. *Retrievability:* Files are arranged by name of individual.

EC-240

Ornithology

Description: Information on all aspects of wildfowl. *Topics:* Bird banding programs; reports, studies and surveys; sanctuaries; migratory bird sanctuary regulations; permits for bird sanctuaries; delegation; agreements; leases; damage to crops by birds; agreements with provincial governments on compensation for crop damage; diseases and parasites; effects of sprays; predation; use of drugs; lead poisoning repellents; ornithology permits; taxidermist licences; propagation and agriculture; research on species; use of birds; commercial shooting of birds; plumage of birds; public shooting grounds; waterfowl kill statistics; waterfowl populations; breeding ground survey; breeding bird survey; brood production survey; waterfowl status reports. *Retrievability:* Files are arranged by name and geographic location.

Wildlife Research and Interpretation Branch

This Branch is responsible for the protection and management of wildlife. In co-operation with the provinces and territories, the service undertakes programs of research, management and interpretation on wildlife where there is a national interest. It carries out wildlife research for the National Parks, advises other federal agencies on wildlife matters, and participates for Canada in international agreements and programs on wildlife conservation.

Classes of Records

EC-250

Interpretation

Description: Information on interpretive programs to promote public awareness and appreciation of Canada's wildlife and natural environment through personal experience. The interpretive programs offer people the opportunity to see, smell, taste, touch and hear their environment in a firsthand way. *Topics:* Interpretation centres - Midland (Ontario), Percé, Cap Tourmente (Québec), Swift Current (Saskatchewan), Creston (British Columbia); General correspondence; national plans; evaluation of interpretation centre; research; marketing and publicity; special projects.

EC-260

Mammalogy

Description: Research and general information on all species of mammals. *Topics:* Mammal hides; fur-bearing mammals; trapping; wolf; bounties; diseases and parasites; rare and endangered species; locations where species are found.

EC-270

National Wildlife Areas

Description: General correspondence on policies and regulations as they affect provinces and specific geographical locations. *Topics:* Agreements; policies; regulations; rentals; leases.

EC-280

Parks

Description: General information on National Parks and the preservation of their wildlife. *Topics:* General correspondence; proposed parks; slaughter of animals; national park authority; investigation in the national parks; fish culture; liaison with U.S. National Parks on Wildlife Management.

EC-290

Wildlife Toxicology

Description: Information on toxic substances and their effects on birds and mammals; also related research and studies. *Topics:* Advice on chemicals and pesticides to outside agencies; National Registry of Pesticide Residues; registration of agricultural chemicals; Toxic Chemical Management Program, Tox Cstances Program, analytical data quality programs; chemical analytical services; forest spray operations; heavy metals; Organization for Economic Co-operation and Development (OECD) wildlife sampling program; study of fish-eating birds. Special Access Note: LRTAP - Toxic Substances.

EC-300

Wildlife Management

Description: Information on the federal participation and responsibilities in the management of wildlife. *Topics:* Hunting performance program; distant early warning line; bird hazards to aircraft; problems at airports; restricted material on birds and aircraft; correspondence from Air Canada; bird strike bulletins; bird strike field notes; bird strike reports; reports on visits to airports; R.C.M.P. reports; application for species; Eastern Arctic - scientific research; scientific collection of specimens; transplants; Kluane sanctuary, Yukon; MacKenzie Mountain Sanctuary, N.W.T.; Thelon sanctuary N.W.T.; Canadian National Zoological Garden - National Zoo.

Lands Directorate

The use and management of Canada's land resources have a pervasive influence on economic and social activities of overriding national importance and a direct bearing on the success attained in achieving national goals. It is the federal government's interest to co-operate with and encourage the provinces in conducting effective land-use planning based on sound environmental principles. Land inventory and land-use planning studies also provide essential information for determining, evaluating and modifying federal decisions and programs that have major impacts on the use and management of the nations' land resources.

Classes of Records

EC-310

Policy Development and Advice

Description: Information on the development and assessment of federal land-use objectives, policies and guidelines; the co-ordination of interdepartmental and intergovernmental activity on land policy and program matters; the analysis of land-use policy instruments and their effectiveness in addressing land-use issues of national significance; the identification and assessment of the impacts of federal programs on the use and management of Canada's land resources, and the recommendation of mitigating measures to offset any adverse

Environment Canada

effects; the provision of advice and policy positions on land quality, land-use and other land-related environmental issues raised in native land claim negotiations, and the co-ordination of EC's relations with the Office of Native Land Claims, Indian and Northern Affairs Canada; the provision of advice and assistance in developing or assessing policies in which land resources and environmental matters are important considerations; the representation of Environment Canada on the Treasury Board Advisory Committee on Federal Land Management and the co-ordination of the discharge of the Department's responsibilities under the Federal Land Management Policy; the assistance of representing Canada's land resource interest in bilateral relations with other countries, and in international organizations; and to assist in foreign aid, technical exchange and advisory programs. *Topics:* General correspondence; integrated planning and management; public awareness; L.D. Canada Land Use, policy research and co-ordination, L.D. Québec - projects; L.D. Northwest Territories - Yukon and Arctic, land-use planning.

EC-320

Land-Use Monitoring and Ecological Research

Description: Information on production of nationally consistent spatial data on the ecological characteristics and resource potentials of land, in formats required for environmentally sound land planning and development, and for developing national and regional perspectives on the quality of Canada's land resources; the advancement dissemination of scientific knowledge, methods and techniques for surveying and classifying land by ecological characteristics, and for accessing resource potentials, impacts and hazards; and to the increase of knowledge of land-soil processes of concern in environmental management; the production of nationally consistent spatial data on national and regional land use patterns and trends, in formats required for developing environmentally sound land policies and programs, and for creating national and regional perspectives on the use of Canada's lands. *Topics:* General correspondence; integrated planning and management; public awareness; L.D. Canada-Land use planning, L.D. interregional projects, L.D. Manitoba-projects; L.D. Northwest Territories, Yukon and Arctic land-use, mapping, Land-use information map series, L.D. Northwest Territories, Yukon and Arctic regional projects.

EC-330

Land-Use Research

Description: Information on the advancement of knowledge and public understanding of land-use in Canada, the determinants of land-use, and the environmental, economic and social implications of national and regional land-use issues and problems; the development, assessment, improvement and recommendation of methods and techniques for environmentally sound land use planning and practices by providing technical assistance to federal and provincial departments and agencies on land-use planning matters; providing financial contributions to provinces for land-use planning; and by disseminating information pertaining to land-use planning; the provision of land research, planning and management services, and advice to federal departments and agencies responsible for administering federal lands located in the provinces or specially dedicated lands located in the territories. *Topics:* General correspondence, integrated planning and management, resource management data, public awareness, L.D.-International-general, policy research and co-ordination-general, land-use planning.

EC-340

Land Data Systems and Services

Description: Information on development, maintenance and operation of a computerized national land data bank capable of storing, processing and retrieving geographic-specific bio-physical and socio-economic data on, or related to land, land capability, land-use and resource

management issues of national or regional significance; the development, assessment, improvement and recommendation of computerized technologies designed to enhance the effectiveness, efficiency and greater use of spatial information systems in land-use planning and management; the provision of data on processing and advisory services in support of the production of land statistics and the solution of land and related planning and management problems; and to the provision of training services on the use of the Canada Land Data Systems for existing and potential clients. *Topics:* Canada land inventory, Canada land data system-projects. *Storage Medium:* EDP systems, maps.

Inland Waters Directorate

The Directorate plays a leading role in the planning and formulation of water management programs and policies, especially in international and interprovincial water systems. To support this role the Directorate conducts research and data collection programs on the quantity and quality of Canada's inland waters. IWD also carries out river basin planning and implementation and flood damage reduction programs with the provinces under the provisions of the Canada Water Act. The research programs of the National Water Research Institute and the National Hydrology Research Institute contribute to effective management of water quality and quantity throughout the country and in boundary waters with the United States such as the Great Lakes. The National Water Research Institute is the official collaborating centre on surface and ground water quality for the World Health Organization.

Classes of Records

EC-350

Canada-U.S. and Interprovincial Waters

Description: Information on all activities carried out under specific Canada-U.S. agreements or arrangements, e.g. investigative, control, or surveillance board activities for the IJC, or in other bilateral Canada-U.S. situations; studies and implementation in interprovincial waters, under formal federal-provincial arrangements; and bilateral Canada-U.S. activities on shared basins. Policy development, data collections and research carried out as a part of any of these formal arrangements are also included. Also specific federal-provincial agreements required to carry-out Canada's obligations in boundary waters (e.g. the Canada-Ontario Agreement on Great Lakes Water Quality) and interprovincial arrangements not part of River Basin Planning (e.g. Prairie Provinces Water Board). *Topics:* International Columbia River Board of Control, Great Lakes connecting channels, Great Lakes programs, International Great Lakes Levels Board, Great Lakes studies, International and Interprovincial Waters, Lake of the Woods, Lac Seul Agreement, Winnipeg River, St. Lawrence River Board of Control. *Retrievability:* Files are arranged by subject and name.

EC-360

Flood Damage Reduction

Description: Information on all activities under federal-provincial flood damage reduction agreements, including flood risk mapping, construction of physical flood control works, and flood forecasting. It also includes any policy development, data collection (excludes hydro-metric and other data collection programs and research for many water management purposes, even though these are essential to the Flood Damage Reduction Program) carried out as an integral part of these agreements, or in support of anticipated new agreements, and guidelines or methodology development and information programs directly in support of the program. *Retrievability:* Files are arranged by subject, geographic location and name.

EC-370

Water Quality Management

Description: Information on the establishment of water quality objectives, and work with EPS on the setting of effluent requirements in specific areas. It does not include water quality objective work done under specific international or federal-provincial basin studies, nor does it include research related to water quality management. *Topics:* Water pollution; air pollution; water quality survey; analytical methods; corrosion; industrial water uses; water quality-I.H.D.; surface water; municipal water systems; federal government installations; mineral waters; waste water treatment; water quality monitoring programs. *Retrievability:* Files are arranged by subject, geographic location and name.

EC-380

River Basin Planning

Description: Information on river basin planning activities carried out under specific federal-provincial agreements or other arrangements, including both studies with specific focus such as the St. Lawrence River water quality study, and more comprehensive studies such as the Souris River basin study. Policy development, data collection and research conducted as a part of any of these formal arrangements are included. In some instances, some preplanning, guideline development, socio-economic analysis, etc. may be done directly in support of, but outside a formal agreement and should be included as well. This may include participation of all ECS elements, as appropriate. *Topics:* Hydrometric network planning; hydrometric investigations; international and interprovincial waters; St. Lawrence River; Atlantic Tidal Power Programming Board; Bay of Fundy Tidal Power Review Board; special projects.

EC-390

River Basin Plan Implementation

Description: Information on activities under formal federal-provincial river basin plan implementation agreements. It includes flood control work done as part of a comprehensive implementation program, e.g. the Qu'Appelle, but does not include separate flood control work, e.g. Fraser Dyking. Policy development, data collection and research carried out as a part of formal implementation arrangements are included, as are activities such as the development of national guidelines, in support of the program. *Topics:* Water diversion.

EC-400

Water Management Data

Description: Information on data collection, including water quality, hydrometric, sediment and socio-economic information, as well as the management and operation of data systems, and interpretive reports. Non-numeric information systems such as WATDOC and D-REF are also included. Excluded are reports prepared primarily for public consumption such as the Canada Water Year Book, which are covered under the Information Services category (i.e. Public Information). (These data exclude data collection under specific international or federal-provincial water management or planning studies, nor data collection carried out as an integral part of research; and that portion of the water quality data collection activity included under the Toxic Chemicals category - about one-third nationally.) *Topics:* Gauging stations, international gauging stations, gauging stations inventory, hydrometric investigations, sediment survey, remote sensing, watershed research, tidal gauge records, tidal surveys. *Retrievability:* Files are arranged by name and river station. *Storage Media:* Computer printouts, magnetic tapes, microfiche.

EC-410

Water Management Research

Description: Information on water resource research, including the

study of the impact of nutrients on the environment, sediment composition, water quality modelling, groundwater quality and sub-surface disposal of wastes, the pathways and fate of pollutants, dispersion and energy transfer processes in lakes and rivers, urban runoff processes, ice dynamics, hydrological forecasting, groundwater movement, snow and ice hydrology, glacier dynamics sociological, geographical, legal, institutional and economic aspects of water management, etc. Also included is research management, co-ordination, and research contracts and subventions. (This information excludes research done under international, interprovincial, or river basin planning, implementation or flood damage reduction agreements. Also excluded is research on the impact of toxic contaminants on the water environment.) *Topics:* Glaciology; glaciological programs; hydrological studies; glaciological studies; glacier surveys; ice science; iceberg surveys; groundwater investigations and supply; groundwater programs; water pollution; water use; water quality research; snow surveys. *Retrievability:* Files are arranged by name and map reference (NTF). *Storage Medium:* Microfiche, magnetic tapes, computer printouts, punchcards.

EC-420

Water Resource Use

Description: Information on various government and private developments impinging on the wise use of Canada's water resources; the potential benefits of sound water management and development policies; participation in the work of international water management organizations; assistance to less developed nations in water resource management. *Topics:* Water and power administration; power development; electrical power statistics; export of electric energy; inventory of water resources; long-distance power transmission; power failures; water and power resources; atomic energy; water resource economies; seismology; export of water; water management. *Retrievability:* Files are arranged by subject, geographic location and name.

Environmental Protection Service

Air Pollution Control Directorate

The main activities of this Directorate include the co-ordination of the National Air Pollution Surveillance (N.A.P.S.) program; the preparation of nation-wide inventories of air pollutant emissions; the development of National Ambient Air Quality Objectives, the development and certification of sampling methods for regulations and guideline enforcement; national and international liaison and co-ordination in matters related to air pollution in general and transboundary movement of air pollution in particular.

Classes of Records

EC-430

Mobile Sources

Description: Information on air quality and emission data; test methods and procedures; test results; studies and surveys; standards and regulations. *Topics:* Abatement Programs; Engineering and Evaluation; Fugitive Emissions; Fleet Programs; Mobile Source Compliance; Special Studies. *Retrievability:* Files are arranged company and project.

EC-440

Chemical Process Sources

Description: Information on chemical process industries; producers; descriptions; industrial study questionnaires and guideline development. *Topics:* Chemical products; agricultural and food industry process

analysis; agricultural operations and processes; food processes; agricultural and food products manufacturing; pulp, paper and wood products; forest product operations; pulp and paper processes; textiles and related manufactures; woods and allied product manufacturing; petroleum, petrochemical, polymers and plastics; surface coating industry. *Retrievability:* Files are arranged by name of individual, company and product.

EC-450

Mining, Mineral and Metallurgical Industries

Description: Information on mining operations and processes; mining, mineral and metallurgical industrial studies and questionnaires. *Topics:* Mining operations and processes; mineral product processing; primary metallurgical industries; secondary metallurgical industries. *Retrievability:* Files are arranged by products and plant types.

EC-460

Fuels

Description: Information on fuel producers; types; composition; resource marketing and processing; pollution investigations; pollution control equipment and regulations and guidelines development. *Topics:* Synthetic fuels, gasoline; natural gas; coal; petroleum; producers; petroleum marketing; energy conservation; sulphur and by-products; fuels and fuel additive composition; fuel additive inventory; pollution control costs; fossil fuel resources; effects on health and environment. *Retrievability:* Files are arranged by name of individual, company and product.

EC-470

Combustion Sources

Description: Studies and surveys; questionnaires; Analytical reports; also information on emissions and emission controls; investigations; abatement systems; guidelines; air quality measurement instruments. *Topics:* Interdepartmental programs; thermal power-fuel, processing and storage; combustion systems; internal combustion engine; emission calculation and analysis; emission data; air quality surveillance and criteria; incinerators; incinerator investigations, studies and surveys; incinerator inventory; heating systems; fuels; equipment and controls; heating system inventory; research and development; special studies and projects; heating systems-federal activities.

EC-480

Data Analysis

Description: Information on air pollutants; emission source categories; industrial questionnaires; studies and surveys; and air pollution costs. *Topics:* Emission inventory-air pollutants, source categories; effects of regulations; socio-economic impact studies and surveys-industrial, geographical; economic impact studies and surveys-pollutants; analytical concepts and methodology-statistical, economic.

EC-490

Program Co-ordinator

Description: Information on regulation development; monitoring of agreed implementation schedules and program evaluation; and acid rain control strategies. *Topics:* Acts and legislation; regulation enforcement; federal-provincial programs; international activities; international organizations; intradepartmental activities; long-range transport of air pollutants.

EC-500

Surveillance

Description: Information on national air pollution surveillance monitoring equipment; monthly and annual summary reports; source testing methods. *Topics:* National air pollution surveillance; operations and maintenance; equipment testing and evaluation; source

testing procedures; studies, surveys and investigations; specific pollutants. *Retrievability:* Files are arranged by location and specific pollutants.

EC-510

Technology Development

Description: Information on the development and demonstration of pollution abatement technology (DPAT); instruction in air pollution control; pollution analysis and instrument testing. *Topics:* APCD - sponsored courses; chemistry files at River Road offices. *Retrievability:* Files are arranged by company.

Water Pollution Control Directorate

The main activities of this Directorate include regulations development for both prevention and control of water pollution; design new or improved wastewater treatment processes to solve pollution abatement problems or reduce costs of pollution control; issuance of ocean dumping permits, development of permit conditions, monitoring and surveillance to ensure compliance with requirements of the Ocean Dumping Act.

Classes of Records

EC-520

Abatement and Compliance

Description: Information on inventories of pollution services and cost of abatement; state of the art of pollution by industry; regulations development; policy and technical advice on enforcement programs; technical audits of incentives programs; energy related studies. *Topics:* Paper fibre and allied products; mining and metallurgical processes; petroleum and industrial organic chemicals, inorganic chemical processes; food and allied industries; municipal waste and miscellaneous industries; power generation; marine pollution; legal services; pulp and paper modernization program. *Retrievability:* Files are arranged by company and product.

EC-530

Technology Development

Description: Information on the development and demonstration of wastewater pollution control technology; technology development assistance programs; technical training; technology transfer; program planning and evaluation. *Topics:* Program planning and evaluation; technology assistance program; wastewater technology. *Retrievability:* Files are arranged by company.

EC-540

Water Pollution Programs

Description: Information on federal-provincial programs; pollution control in coastal areas; International Joint Commission programs; data management; arctic water programs co-ordination; program evaluation; interservice and interagency program co-ordination; program planning and development. *Topics:* Program Co-ordination and evaluation; coastal zone; data management and analysis.

Environmental Impact Control Directorate

This Directorate is responsible for limiting or preventing the entry of contaminants into the environment; protecting the environment from environmental emergencies (an environmental emergency is a sudden unexpected or apprehended introduction into the environment of a pollutant in sufficient quantity to pose a direct threat to man or other forms of life); reducing the adverse environmental effects of solid and

hazardous wastes; and encouraging resource and energy conservation practices.

EC-550

Contaminant Control

Description: Information on predicting and evaluating environmental effects of new chemical substances; determining amounts and end uses of chemicals in Canadian commerce; regulating substances which pose significant threat to human health and environment; reviewing pesticide registrations; and co-ordinating tests of chemicals for environmental effects. *Topics:* Studies and surveys; chemical element compounds; Environmental Contaminants Act; toxicology assessment and ecological protocols; regulation development; enforcement and compliance; transportation of dangerous goods; response to notices; mandatory reporting; automated information system; pesticides - control programs, registration, re-evaluation, research and trade information, research permits, compendium, non-chemical; mercury program. *Retrievability:* Files are arranged by company and product.

EC-560

Waste Management

Description: Inventory of commercial and industrial solid wastes; technology development; studies and surveys; handling, storage and disposal of industrial and hazardous wastes; inventory sources and amounts of hazardous wastes; regulation development. *Topics:* Wastes and types; waste material management and disposal; committees; systems; collection; handling; waste management systems-disposal; state of the art; resource recovery and reclamation-materials; information and training; solid waste information retrieval systems, inventory, guidelines and codes of practice, consultation services; technical evaluation; solid waste projects and development; area studies; equipment development; process development; taxes and incentives; waste nature and behavior projects; resource recovery-economic and marketing; technical capabilities. *Retrievability:* Files are arranged by company and project.

EC-570

Environmental Emergency

Description: Information on environmental accidents; emergency teams; reporting and alerting operating procedures; special studies; research and development; contingency plans; pollution clean-up agents for collection and dispersal. *Topics:* Environmental Emergency Teams; operations and procedures; resource inventory; accident prevention; transportation; accident detection; pollution abatement; pollution containment; disposal; restoration; analysis-prediction; research and development-projects, information. *Retrievability:* Files are arranged by individual environmental accident.

Policy, Planning and Assessment Directorate

The main activities of this Directorate are the development of an environmental protection strategy; service-wide program planning and systems development; a socio-economic analysis process for proposed major regulations; the development and implementation of environmental protection measures for all activities initiated by, funded by or under the jurisdiction of the federal government.

Classes of Records

EC-580

Planning, Assessment and Policy

Description: Information on the development of an environmental protection strategy; program, planning and systems development; socio-economic analysis of proposed major regulations. *Topics:* Program planning system development; activity program development;

operational plans; activity management reports; policy development and analysis; program evaluation; program development; organization and systems project; economics; socio-economic program; socio-economic impact analysis - Clean Air Act, Environmental Contaminants Acts, Fisheries Act.

EC-590

Federal Activities Assessment

Description: Information on the evaluation of federally funded pollution control projects; demonstration of pollution control technology at federal facilities; surveillance and monitoring programs for federal projects; environmental impact assessment of uranium refineries and radioactive waste facilities; and guidelines for radiation control programs. *Topics:* Federal activities projects; clean-up program; methods, techniques and refinements; federal government marine activities; Vessel Pollution Abatement Program; shore reception facilities; nuclear programs, projects, organizations. *Retrievability:* Files are arranged by company.

Toxic Chemicals Management Directorate

Classes of Records

EC-600

Toxic Chemical Management

Description: Information on toxic chemical management and centres; regional operations; program research; pesticides; radionuclides; environment measurement.

Canadian Forestry Service

Forestry Relations and Renewal Directorate

The Directorate co-ordinates Canadian Forestry Service program development activities with other federal departments, provincial governments, foreign governments and universities, and provides scientific and technical advice and research subvention funding to these groups and to research associations, the forest industry, and other forestry related agencies (hydro, water management, wildlife, fisheries, etc.) to ensure that maximum benefits accrue to the Canadian public through its forestry and forest land management.

Classes of Records

EC-610

Forestry Subvention Program

Description: Information on external research and development through contracts, contributions and grants, supported also through membership in appropriate technical institutes and associations, on vital forestry-activities, where corresponding in-house R&D facilities do not exist; also maintenance of forestry expertise centres in Canadian universities. *Topics:* Energy from forest resources; wood-anatomy, bending, chemistry, chemical use, chippers and chips, composites (wood with other materials), construction, dielectric and non-dielectric heating, glues and gluing, grades, codes and standards, identification; logs and logging-equipment; wood toys; logging-quality studies; lumber; wood manufacturing-secondary conversion, secondary products; miscellaneous wood products; wood packaging; wood paints and codes; wood physics; wood plywood and veneer; wood preservation; pulp and paper; wood sawmilling-equipment; wood

seasoning; wood-supply; wood testing services; timber engineering-fasteners, physics; underutilized and problem species. *Storage Medium:* EDP systems.

EC-620

International Forestry Relations

Description: Information on international forestry programs to share resource management knowledge and to provide scientific and technical advice on forestry management and forest products development; and on Canada's international forestry obligations. *Topics:* Bilateral forestry agreements; multilateral forestry agreements; international forestry organizations; individual countries. *Storage Medium:* EDP systems.

EC-630

Forestry Initiatives and Relations

Description: Information on federal forestry programs to meet the present and future economic and social needs of Canadians; bilateral and multilateral forestry agreements on behalf of the federal government and the Canadian Forestry Service with provincial governments, universities, private forestry concerns, and forestry associations; scientific and technical forestry advisory service to federal ministers and departments, provincial governments, universities, private forestry concerns, forestry associations, and members of the public. *Storage Medium:* EDP systems.

Policy and Economics Directorate

The Directorate is responsible for co-ordinating and directing the development of forestry policy at the national and federal levels; providing executive direction to the planning and evaluation functions of the CFS; directing the development and execution of economic analysis and the forestry resource data program on a broad range of forestry-related issues, including environmental policy development as it applies to the forest and forest land use.

Classes of Records

EC-640

Identification of Problems and Opportunities

Description: Information on the world and domestic supply and demand for forests and the products of the forest industry, and the impact of these activities on the environment. *Topics:* Forest economic and technical statistics, information files on forests, forestry and the forest industry and other uses of the forest. *Storage Medium:* EDP systems.

EC-650

Assessment and Interpretation

Description: Information on the analysis, interpretation and application of economic and scientific forestry principles to the identification, clarification or solution of forestry and forestry-related problems. *Topics:* Operational policies of the Canadian Forestry Service-Federal Outdoor Recreation Policy, National Forest Policy, CFS Policy, Provincial Forest Policies, Federal Forest Policy, Forest Protection Assistance Policy, Transportation Policy, CFS Communications Policy, International Forest Policy. *Storage Medium:* EDP systems.

EC-660

Forestry Statistics and Systems

Description: Quantitative data on the location and area of forest lands, volume of forests, their growth and losses, and harvests, forest products in Canada and other countries in the world. *Topics:* World Forestry Data Program; Canadian Forestry Data Program; Federal

Forestry Data Program; Forestry Data Systems Program; committees; boards. *Storage Medium:* Computer tapes and discs.

Research and Technical Services Directorate

The Directorate administers the planning, co-ordination, evaluation and development of its programs, as well as the planning, management, development and effective scientific leadership of CFS research operations and technical services. Directorate personnel are responsible for advising senior management, establishment directors, research managers and research scientists and to insure that a greater body of scientific and technical knowledge of the forest resource will contribute to the effective management, utilization and protection of Canada's forest resources. CFS components of national and integrated research programs are co-ordinated with this Directorate.

Classes of Records

EC-670

Tree Seed Research

Description: Research on tree reproductive structures and seeds in support of the production, procurement and processing of seed forestation; also information on the management of seed orchards and seed production areas. *Topics:* Tree cone and seed physiology; cone crop periodicity and forecasts; cone collection and handling; seed processing, storage, testing and certification; seed orchards and seed production areas; seed certification; seed legislation and rules; requests for seeds. *Storage Medium:* EDP systems.

EC-680

Reforestation

Description: Information on the preparation of cutover areas and other sites for natural seeding or artificial reforestation; the production of bareroot or container seedlings; and direct seeding or planting by hand or machine; also nursery establishment and seedling production statistics. *Topics:* Site preparation by prescribed burning or mechanical scarification; natural regeneration including seed dispersal, germination and germinant establishment; production and handling of barefoot seedlings or transplants, or of container seedlings; direct seeding methods and operations; seedling planting methods and operations; regeneration surveys. *Storage Medium:* EDP systems.

EC-690

Genetics

Description: Information on the selection and improvement of the various commercial tree species of Canada, the development of exotic species for use in Canada, and in-depth genetic characterization and utilization of these tree species. *Topics:* Tree genetics; forest genetics; tree improvement; Canadian Tree Improvement Association; tree reproduction. *Storage Medium:* EDP systems.

EC-700

Tree Growth Research

Description: Information on the growth, physiology and development of various tree species grown in Canada for the production of wood, fibre or energy. *Topics:* Tree growth, biology, physiology, reproduction; growth and yield; geomorphological silviculture - silvics of species; fertilization, soils. *Storage Medium:* EDP systems.

EC-710

Management Systems for Production Forestry

Description: Information on forest management practices such as thinning; forest inventory through conventional and remote sensing methods; mechanized silviculture and harvesting; and research on

long-term predictions of forest productivity. *Topics:* Biometrics; forest productivity; economics; fire management; harvesting; land classification and mapping; land use planning; land, forest management; multiple use management; remote sensing; salvage operations; silviculture-cutting, effects of mechanized logging, fertilization, herbicides, statistics, prescribed burning, inventory and mensuration. *Storage Medium:* EDP systems.

EC-720

Forest Fire Research

Description: Research into fire control (suppression), management, behaviour, ecology and prevention; also information on the development, testing and evaluation of forest fire fighting equipment. *Topics:* Forest fire control - management, behaviour ecology, environment, hazard, risk, danger, damage and appraisal, weather, weather order detection, prevention, bombing (air attack), retardants and (suppression) equipment; and prescribed burning. *Storage Medium:* EDP systems.

EC-730

Insects and Diseases

Description: Information on damage caused to forests by insects or diseases (any variation to the normal physiology or anatomy of the tree caused by agents other than insects) and control methods. *Topics:* Listings of specific forest insect pests - spruce budworm, winter moth, bark beetles, bypsy moth, balsam wooly aphid, birch casebearer, birch leafminer, European pine sawfly, European pine shoot moth, fall webworm, larch casebearer, larch sawfly, mountain ash sawfly, satin moth, biological control through CIBC; biological control with bacillus thuringiensis; chemical control; pathological problems - scleroderis canker, Dutch elm disease, dwarf mistletoe, pesticides, pheromones. *Storage Medium:* EDP systems.

EC-740

Spruce Budworm Research

Description: Research and information on the detection, evaluation, prevention and suppression of spruce budworms; also design of economical and environment - acceptable strategies to control budworms and management of budworm - susceptible forests. *Topics:* Budworm biology; stand dynamics; socio-economic impacts; management strategies; ecological risks; pest management systems and technology transfer. *Storage Medium:* EDP systems.

EC-750

Land Rehabilitation

Description: Information on the rehabilitation of forest and near-forest lands to a productive state either for production forestry, amenity forestry, or multiple resource uses. *Topics:* Tree biology - reproduction, conservation; environmental concerns; geomorphology; land; land-use planning; land classification and mapping; multiple-use management; salvage operations; reforestation - artificial and natural site preparation; soils. *Storage Medium:* EDP systems.

EC-760

Effects of Forestry Practices on the Environment

Description: Information on the effect of forestry practices on the environment; includes harvesting practices, road building, clear cutting, and other management systems used for production forestry. *Topics:* Conservation; energy; environmental concerns; prescribed burning; forest fire management; harvesting; forest management; multiple-use management; land-use planning; pollution; pollution abatement; salvage operations; silviculture - herbicides, site preparation; soils; hydrology; watershed research. *Storage Medium:* EDP systems.

EC-770

Forest and Plant Ecology

Description: Information on the processes of change in the forest and plant communities found in Canada and the related research carried out by the CFS. *Topics:* Geology-tree; conservation; forest-ecology productivity; fire-ecological effects; silviculture-silvics of species; soils. *Storage Medium:* EDP systems.

EC-780

Management Methods for Amenity Forests

Description: Information on the management of forest and near-forest lands for multiple uses other than production forestry. *Topics:* Tree and forest genetics; tree reproduction; tree physiology; conservation; land-use planning; multiple-use management; recreation and parks; urban forestry; soils; watershed research; hydrology. *Storage Medium:* EDP systems.

EC-790

Integrated Programs

Description: Information on interdisciplinary programs and projects in Environment Canada in which CFS takes part and serves as either a lead agency or a co-operating service. *Topics:* Environmental impact assessment of major development LRTAP (acid rain); atmospheric pollution; toxic chemicals; baseline studies; Hudson Bay lowlands; improved water yield and quality; coastal zone resources; integrated program activities and projects; environmental concerns. *Storage Medium:* EDP systems.

EC-800

Forest Insect and Disease Survey and Services

Description: Information on the regional, national and international aspects of pest situations; also quarantine-related activities, forest pest matters and supporting forest protection research and data. *Topics:* Studies and surveys of forest pest situations; insect and disease outbreaks; quarantine-related problems, insect and disease distribution records. *Storage Medium:* EDP systems, photographs.

EC-810

Public Awareness

Description: Information on the promotion of public awareness, appreciation of Canada, forest, wildlife and water, and natural environment through Ecatour Maps - designed for use by the travelling public, including a description of the natural and human forces that have shaped the landscape and elaboration on features of particular interest. Note: Ecatour Maps of the Trans-Canada Highway from St. John's, Newfoundland to Victoria, British Columbia, other maps of routes of particular scenic, historic or ecological significance.

Atmospheric Environment Service

Atmospheric Research Directorate

The Directorate is responsible for the management and conduct of atmospheric and other related environmental research and development for the benefit of the Canadian people and the national and international scientific communities.

Classes of Records

EC-820

Research Management and Policy

Description: Meteorological, atmospheric, air quality, ice in navigable

Environment Canada

waters, remote sensing and other related environmental and technological research and development; research and related support activities of a general management nature - decisions and large-scale agreements; training for research and grants for research outside the federal government which supports the goals, objectives and policies for atmospheric research in Canada; mechanisms for better transfer of technology to and from government research laboratories, contracting out of federal R&D, etc. *Topics:* Agreements; treaties; studies; projects; federal activities; committees; plans and programs; fellowships; training and development; grants; unsolicited proposals; contracting; technology transfer. *Retrievability:* Files are located at 4905 Dufferin Street, Downsview.

Air Quality and Inter-Environmental Research Branch

The Branch is responsible for the provision of an efficient and effective federal program in air quality and technology transfer to serve the international, national and regional interests of the Canadian people.

Classes of Records

EC-830

Air Quality Research Projects

Description: Information on field studies, wind energy, LRTAP programs (acid rain), federal-provincial co-operative projects, IFYGL, Alberta Oil Sands, hazardous and toxic chemicals, air quality assessment processes, regional and international studies of the meteorological potential for air pollution, boundary layer processes, experiments, analyses, scientific papers, program planning, international co-operation, air quality sampling, siting, analytical methodology for ambient atmospheres, workspace atmospheres and in-stream emissions.

Atmospheric Processes Research Branch

The main activities of this Branch include research in the following areas: monitoring of the stratospheric ozone layer, depletion of the stratospheric ozone layer, solar radiation instrumentation; cloud and precipitation processes, precipitation scavenging of pollutants, weather modification and weather radar. Additional activities include administration of the US-Canada Weather Modification Information Act.

Classes of Records

EC-840

Atmospheric Research

Description: Information on weather modification, cloud physics, weather radar, ozone monitoring, stratospheric pollution, solar radiation and energy; activities aimed at increasing precipitation (rain, snow) or suppressing hailfall; research in the physics of clouds and precipitation and the detection of precipitation by weather radar; research into the processes of the stratospheric ozone layer and its depletion by trace constituents (typically chlorofluorocarbons); calibration of solar radiation instruments, development of new solar radiation instrumentation and development of specialized solar radiation data-base. *Topics:* Weather Modification Policy; Agreement with U.S. and co-operative projects; WMO PEP Program; weather radar and cloud physics; ozone instruments; World Ozone Data Centre; stratospheric pollution; solar radiation.

Meteorological Services Research Branch

This Branch carries out research on weather, ice and sea-state observing and forecasting systems to ensure full and efficient utilization of technological and scientific advances. Research is also

conducted on meteorological and ice problems related to surface transportation, aeronautics, wind energy, building construction and the use of satellite data. The Satellite Data Laboratory develops and operates techniques for the reception and use of atmospheric, weather, ice and other related data transmitted by earth-orbiting and geo-stationary satellites.

Aerospace Meteorology Division

Classes of Records

EC-850

Atmosphere - High Atmospheric Vehicles

Description: Information on Weather Ice and other related environmental satellite R&D, ground receiving stations, data processing and distribution, and related hardware and instrumentation technology; aeronautical meteorology, aviation studies, marine meteorology and meso-meteorology, wind energy, weather radar and radar-satellite combined system; wind tunnel experiments, related field experiments and wind engineering. *Topics:* Canadian Space Policy; repairs of satellite receivers; high atmosphere vehicles; Satellite Data Lab operations; satellite meteorology R&D projects (TOVS, RAINSAT, ICE STATUS, etc.); Aeromet Facility; Rockcliffe STOL project; Meso-met Network; Data Collection Platforms; GOES wind energy field studies; radar-satellite system; ICS Submission; AES satellite program; NOSS; SURSAT; wind tunnel experiments, operation and maintenance.

EC-860

Communications - Facsimile

Description: Information on satellite data laboratory operations.

EC-870

Contracts

Description: Information on contracts for satellite systems; also contracts for satellite R&D - TOVS, RAINSAT, ICE STATUS, etc. *Retrievability:* Files are arranged by company.

EC-880

Ice Observing Programs - Reconnaissance

Description: Information on verification of satellite data.

EC-890

Instruments

Description: Information on Aeromet Facility instrumentation.

EC-900

Meteorology Aviation

Description: Information on the Rockcliffe STOL Project.

EC-910

Marine Meteorology

Description: Information on TOV's.

EC-920

Mesometeorology

Description: Information on the Meso-met Network. *Topics:* Operation; data.

EC-930

Meteorology Training

Description: Information on satellite meteorology.

EC-940

Projects - AES Headquarters

Description: Information on satellite activity reports; Data Collection Platforms; SDL staffing; SDL GOES; Meso-met Network; Wind Energy Field Studies; investigations.

EC-950

Radar

Description: Information on the MOT Radar and Satellite System.

EC-960

Satellites

Description: Information on satellite programs. *Topics:* Cost recovery; staffing the SDL; ICS submission; AES Satellite Program; SDL operations; NOSS; SURSAT.

EC-970

Weather Service

Description: Information on Rainsat.

EC-980

Weather Service - Air Transportation

Description: Information on the MOT Radar and Satellite System.

EC-990

Wind Tunnel (AES)

Description: Information on wind tunnel experiments, operations and maintenance.

Systems Design Division

Classes of Records

EC-1000

Projects Research - AES Headquarters

Description: Information on computerized and man-machine mix system module - component; development and design; research data set development; also implementation and joint projects with forecast operations. *Topics:* Systems Design for Automated Weather Forecasting Procedures; Creation of Research Data Sets for Weather Forecasting Research.

EC-1010

Contracts

Description: Information on contracts for ice, oil spills on water and sea state models. *Retrievability:* Files are arranged by company.

EC-1020

Ice

Description: Information on regional ice models.

EC-1030

Oil and Gas Exploration and Development

Description: Information on Oil Spill Trajectories, Freezing Spray, Ice and Sea State Models.

EC-1040

Projects - Headquarters

Description: Information on the development of forecast methods and techniques for AES forecast systems (including models - numerical, statistical, etc.) *Topics:* Weather prediction methodology; snow squall

modelling; ice and sea state models; oil spill trajectory models; freezing spray; investigations.

Field Meteorological Systems Branch

The main activities of the Branch include the co-ordination, national implementation and on-going development of the following four main activities or systems within Field Services: data acquisition, meteorological communications, forecasting, and the provision of weather services. These activities are integrated towards a single purpose of providing timely observed data, weather warnings, forecasts and advice to users.

EC-1050

Telecommunications

Description: Operational, alphanumeric and facsimile information distributed by dedicated or dial-up communication lines. *Topics:* Facsimile contracts; installations; procedures; traffic; Teletype contracts; installations; procedures; traffic; computer aspects.

Manuals

- Teletype Procedures (TELPRO)
- Teletype Distribution (TELDIS, VOL. I and II)
- Facsimile Operations (FAXOPS)

EC-1060

Forecast Procedures

Description: Information on meteorological models, procedures and techniques in support of forecast production. *Topics:* Maps, charts and forms; professional training and development; satellite operations; plans and programs.

Manual

- CMC Reference Manual

EC-1070

Weather Services

Description: Information on policies, standards, procedures and guidance concerning the provision of weather services. *Topics:* General weather services; public weather services; air, marine and road transportation; agriculture; forestry; climatology; Preflight Weather Information Service; radio and television broadcasting; scientific support units; weather service outlets.

Manuals

- Manual of Standard Procedures for Public and Marine Weather Service (MANPUB)
- Manual of Standard Procedures for Aviation Weather Services (MANAIR)
- Manual of Aviation Weather Information Services (MAWIS)

EC-1080

Data Acquisition

Description: Information on land surface networks; upper and aerological networks; Voluntary Observing Ship Program; remote sensing;

environmental network. *Topics:* Station classification; site information; meteorological and aerological instruments; codes; data standards; data reduction; quality assurance; equipment supply; development and testing; lists of ships participating; satellite ground stations; APT, weather radar; signal processing; data transmissions; maintenance; plans and policies.

Manuals

- Manual of Surface Weather Observations (MANOBS)
- Supplementary Aviation Weather Observations
- Manual of Inspection
- Scale of Issue Manual (METSACLE)
- General Operations Reference Manual (GORM)
- Meteorological Stations in Canada (METSTAT)
- Manual of Upper Air Observations (MANUPP)
- Manual of Freeze-up and Break-up of Water Bodies
- Manual of Marine Weather Observing for Auxiliary Ship Operating on Great Lakes and St. Lawrence River
- Transmission of Ships' Weather Reports to Coastal Radio Station
- Meteorological Radio Facsimile Broadcasts for Mariners
- Radar Handbook
- Background Air Pollution Monitoring

Canadian Meteorological Centre

The Centre is responsible for forecast operations, computer operations and operation development.

Classes of Records

EC-1090

Forecast

Description: Information on analyses and forecasts; hemispheric analyses, heights (pressure) temperature, moisture, winds from surface to 100 mbs; analyses of surface, 850,700 and 500 mb levels from 1957 to date; historical data; verification statistics. *Storage Media:* Computer files-grid point data, microfilm, printed WX charts, charts and teletype message forms, written and graphic forms.

EC-1100

Observations

Description: Observed data, and hemispheric surface synoptic reports. *Storage Medium:* Coded forms.

Canadian Climate Centre

The Centre is a focal point for, and provides a leading role in integrating all climate-related activities in Canada. Research is conducted into climate prediction, man's impact on climate and cause and effect relationships between the climate system, society and the environment. The Centre provides climate data, information, applications services and consultations to federal departments and national organizations, and supports regional offices in serving regional and

provincial needs. The Centre is also responsible for the documentation, quality control and achieving of all official Canadian climate data.

Classes of Records

EC-1110

Climatology

Description: Information on applied climatology; climatological data and studies; information and requests; monitoring and prediction; numerical modelling. *Topics:* General climatology; climatology normals; recreation and tourism; station history system; National Parks; agrometeorology; ice accretion studies; biometeorology; energy; Canadian Climate Program; climatic change. *Storage Media:* Microfilm, magnetic tape.

EC-1120

Hydrometeorology

Description: Information on the development of hydrometeorological techniques for measurements and analysis; application of meteorological techniques and data to hydrology and marine problems (hydrology, water resources, oceans, lakes and reservoirs); hydrological time series data; climatology of water temperature. *Topics:* International Hydrological Decade; hydrometeorological projects; investigations, research, studies and surveys; wind wave studies; evaporation. *Storage Medium:* Magnetic tape.

Central Services Directorate

This Directorate is responsible for providing ice information and consultation and advice on its use. It also provides computing services, technical and professional training, long-range planning and network maintenance for data acquisition networks, and expertise for the development and implementation of atmospheric instruments and systems.

Classes of Records

EC-1130

Ice Information, Consultation and Advice

Description: Information on ice forecasting and services, ice research, Climatology and Observing program (reconnaissance).

EC-1140

Communications - Computing Services

Description: Information on communications and communications programming.

EC-1150

Meteorology Training

Description: Information on professional training, development, and technical training in meteorology.

EC-1160

Data Acquisition Networks

Description: Information on atmospheric environment operations, overall policy, operational performance, procedures and standards.

EC-1170

Instruments and Instrument Systems

Description: Information on instruments, humidity, evaporation, precipitation, marine and physical phenomena, pressure, radiation and atmospheric sounding wind.

Explanatory Note

The reorganization announced by the Government on January 12, 1982 included a variety of changes in departmental organization, structure and responsibilities, with a view to placing greater emphasis on economic development. One major change involved the transfer of the trade policy and trade promotion functions from the Department of Industry, Trade and Commerce to a restructured External Affairs Canada, with the objective of giving greater priority to economic matters in the development of foreign policy.

The reorganization, including the physical move of the trade-related units to the L.B. Pearson Building has now begun and will continue on a step-by-step basis over a period of time. The legal basis for reorganization is contained in Bill C-123, which received First Reading on June 30, 1982.

The new External Affairs Canada is headed by three Ministers. The Secretary of State for External Affairs Canada is supported by a Minister of State for Trade and a Minister of State for External Relations. At the official level, in addition to the Under-Secretary of External Affairs Canada, there is a Deputy Minister for International Trade and a Deputy Minister for Foreign Policy.

The existing Trade Commissioner Service retains its cohesiveness within the Department. In addition, the Program for Export Market Development (PEMD) will be transferred to External Affairs Canada, while the Export Development Corporation (EDC) and the Canadian Commercial Corporation will in the future report to the Minister of State for Trade.

Until the restructuring is complete and control of records on the various trade functions has been assumed by External Affairs Canada, formal and informal requests for access to records on trade matters addressed to the department will be handled either by the Access to Information Section of External Affairs Canada or of DRIE, as appropriate. Referrals from one department to another, when necessary, will take place as rapidly as possible, and both departments will co-operate and co-ordinate closely to expedite Access processing.

A revised introduction with relevant additions and changes will be published as soon as possible in the Access Bulletin by the Treasury Board of Canada Task Force on Access and Privacy.

Background

The Department of External Affairs was established by an Act of Parliament in 1909 to deal with Canada's relations with other governments within the British Empire and with foreign states. Legislation placed it under the Secretary of State, with an Under-Secretary of State for External Affairs Canada ranking as the permanent deputy head of the Department. In 1912, amending legislation placed "External" under the jurisdiction of the Prime Minister of the day where it remained until 1946 when an announcement was made that Louis St. Laurent had been appointed as the first separate Secretary of State for The Department of External Affairs.

Laws

The Secretary of State for External Affairs Canada is responsible for the following statutes:

- Diplomatic and Consular Privileges and Immunities Act, SC 1976-77, c. 31
- External Affairs Act, RSC 1970, c. E-20

- Food and Agriculture Organization of the United Nations Act, RSC 1970, c. F-26
- Fort Falls Bridge Authority Act, SC 1970-71-72, c. 51
- Geneva Conventions Act, RSC 1970, c. G-3
- High Commissioner in the United Kingdom Act, RSC 1970, c. H-5
- International Boundary Waters Treaty Act, RSC 1970, c. 1-20
- International Development Research Centre Act, RSC 1970, c. 21 (1st Suppl.)
- Privileges and Immunities (International Organizations) Act, RSC 1970, c. P-22
- Privileges and Immunities (North Atlantic Treaty Organization) Act, RSC 1970, c. P-23
- Rainy Lake Watershed Emergency Control Act, SC 1939, c. 33
- Roosevelt Campobello International Park Commission Act, SC 1964-65, c. 19
- Territorial Sea and Fishing Zones Act, RSC 1970, c. T-7 as amended by RSC 1970, c. 45 (1st Suppl.) and RSC 1970, c. 14, Section 31, Item 9 (2nd Suppl.)
- Treaties of Peace (Italy, Romania, Hungary and Finland) Act, SC 1948, c. 71
- Treaty of Peace (Japan) Act, SC 1952, c. 50
- United Nations Act, RSC 1970, c. U-3

Overall Responsibilities

External Affairs Canada has the primary responsibility for the promotion and protection of Canada's interests abroad and the conduct of Canada's foreign relations. Its main functions are to ensure the effective representation of Canada in other countries and in international organizations - this includes extensive contact, communication and negotiation with other countries and organizations through Canada's network of representatives abroad; evaluate information about political, economic and other developments likely to affect Canada's interest; give advice to the Government, often in consultation with other departments, on the formulation and implementation of policies or programs with an international dimension; ensure the co-ordination of the external aspects and applications of national policy — Government programs abroad include export promotion, development assistance, defence relations, immigration, and cultural and scientific exchanges; reflect Canada abroad as a vital bilingual and multicultural society; and provide assistance to Canadians travelling abroad.

There are now (1981) 129 diplomatic and consular missions (including Honorary Consulates) in 85 countries. Many Canadian Embassies and High Commissions are accredited to two or more governments, thus permitting Canada to maintain diplomatic relations with an additional 81 countries. Ninety-seven countries have diplomatic missions in Ottawa and another forty-two states have non-resident accreditation.

The international organizations at which Canada has permanent missions are: the Mutual and Balanced Force Reductions Talks (MBFR) in Vienna; the United Nations (UN) in New York and in Geneva; the European Communities (EC) in Brussels; the North

External Affairs

Atlantic Treaty Organization (NATO) also in Brussels; the Organization for Economic Co-operation and Development (OECD) in Paris; the United Nations Educational, Scientific and Cultural Organization (UNESCO) also in Paris; and the Organization of American States (OAS) in Washington.

Autonomous agencies reporting to Parliament through the Secretary of State for External Affairs Canada include the Foreign Claims Commission, International Boundary Commission, the International Joint Commission, the Roosevelt Campobello International Park Commission, the Canadian International Development Agency and the International Development Research Centre.

Organization

The headquarters organization of the Department in Ottawa is divided into four areas: Under-Secretarial Group, Area Bureaux, Functional Bureaux and Administrative Bureaux.

Under-Secretarial Group

The Under-Secretary, as deputy head, bears general responsibility for departmental policy and operations. He is assisted by five Deputy Under-Secretaries who have line responsibility for the five major sectors of departmental operations — political, economic, administrative, security and intelligence, co-ordination and public affairs — and provide a clear focus for both day-to-day operations and policy formulation and implementation. They are assisted by ten Assistant Under-Secretaries who do not carry line responsibilities but can take charge of the management of individual major issues to ensure timeliness and effectiveness.

The basic unit within the Department is the bureau. Five bureaux are responsible for Canada's relations with countries in a given geographic area. Eight "functional" bureaux are responsible for such issues as legal, United Nations and public affairs; defence and disarmament; energy, economics and trade; security and intelligence, consular services and the passport office. There are also four administrative bureaux.

Area Bureaux

The area responsibilities are distributed among five bureaux, which manage and co-ordinate Canada's foreign operations within their respective regions. The Bureau of African and Middle Eastern Affairs comprises the African Affairs (Anglophone), African Affairs (Francophone and Maghreb) and Middle Eastern Divisions. The Bureau of Asian and Pacific Affairs comprises the North Asia and Pacific Affairs and South and Southeast Asia Divisions. The Bureau of European Affairs comprises the Eastern and Western European Divisions. The Bureau of United States Affairs comprises the U.S. General Relations and U.S. Transboundary Relations Divisions. The Bureau of Latin American and Caribbean Affairs comprises the Latin American and Caribbean Divisions.

Functional Bureaux

These Bureaux correspond to the Area Bureaux, but are organized on a functional basis. They comprise Economic and Scientific Affairs, Defence and Arms Control Affairs, Public Affairs, Legal Affairs, United Nations Affairs, Consular Affairs and Co-ordination-Commonwealth, the latter deals with Francophone and Federal-Provincial Affairs in their international context. These Bureaux are issue-oriented and maintain an overview of international relations in their particular functional disciplines for purposes of planning, monitoring and evaluating policies. They develop and maintain a co-ordinated approach both to matters of primary concern to other departments and agencies of the government and toward foreign policy issues with

which domestic issues must be reconciled. There is also a continuing dialogue between the area and functional bureaux to ensure that the interests of both are respected.

Administrative Bureaux

The Administrative Bureaux form the rest of the headquarters bureau structure: Communications, General Services, Finance and Administration and Personnel. They operate the machinery for the Department's widely-distributed operations and, in consultation with the Area Bureaux, help to administer the resources.

Access Procedures

All access requests under the Access to Information Act should be addressed to:

Access to Information and Privacy Section (PURI)

Lester B. Pearson Building
Tower A, Ground Floor, Room 248
125 Sussex Drive
Ottawa, Ontario
K1A 0G2
Telephone: (613) 992-1425

Record Access Request Forms received at posts abroad will be referred for processing to the above address.

Requests for Personal Information under the Privacy Act will be transferred to the External Affairs Canada Privacy Co-ordinator.

The traditional procedures for accessing departmental information which does not include "records" as defined in the Access to Information Act, will remain in practice despite the proclamation of the Access to Information Act. Therefore, whenever it is possible, those making requests for information other than records should use this time-honoured informal route of access.

Publications

The following is a list of publications distributed free of charge by

Information Division
Lester B. Pearson Building
Tower C, 5th Floor, Room 124
125 Sussex Drive
Ottawa, Ontario
K1A 0G2

- Annual Review of the Department of External Affairs — 1980
- "Bon Voyage, but..." - suggestions on how to avoid frustration and worry, as well as loss of time and money, when travelling
- Canada and the Commonwealth
- Canada and the European Community
- Canada and the European Community — Trade flows
- Canada and NATO - booklets designed for the general public
- Canadian Foreign Policy Texts - monographs on Canada's foreign policy and external relations
- Dual citizenship - describes dual citizenship and its advantages and disadvantages

External Affairs

- "I declare" - summarizes duty-free exemptions, customs reporting requirements and federal controls on certain goods
- Lester B. Pearson Building folder - described the building itself and some External Affairs Canada activities
- Poster - colour photograph of Lester B. Pearson Building (50 cm x 65 cm)
- Reference Series - background information on international affairs and on Canada's external relations (the Reference Series includes the still-available Reference Papers)
- Statements and Speeches - addresses and statements on international affairs by Canadian public figures

Manuals and Directives

The manuals below represent the major operational manuals of External Affairs Canada, routinely used and referenced by most organizational sectors within the Department. Operating manuals which are unique to the different divisions and used on a regular basis are described with the appropriate division.

Directives

- Circular Documents Administration - disseminates policy and procedures affecting administration

Manuals

- Post Administration Diary - provides a listing of all reports required from posts including due dates and pertinent manual references
- Policy Papers Manual - a guide to policy papers produced by External Affairs Canada
- Correspondence and Communications Manual - a guide on departmental policy and procedures required to conduct the correspondence and communications to posts abroad
- Records Classification Guide - outlines the departmental filing system and lists amendments
- Property Management Manual - provides instructions on property management of posts abroad
- Property Management Technical Guides - technical information and guide specifications
- Foreign Service Directives Manuals - a compilation of Treasury Board of Canada Directives, together with instructions and guidelines on their application
- Consular Instructions Manual - provides policy and procedures on consular matters including the issuance of passports for use by posts abroad
- Protocol and Legal Affairs Manual - reference guide to policy and procedures in matters of protocol and legal affairs for posts abroad as well as headquarters
- Security Instructions Manual - serves as a basic guide to policy and procedure for security protection of both physical installations and personnel

- Post Openings and Closing Manual - outlines procedures used when it is necessary to open or close a post
- Locally-engaged Staff Manual - Treasury Board of Canada directives on the administration of locally-engaged personnel at posts abroad
- Post Administration Manual (English and French versions) - provides administration procedures for the guidance of posts abroad

Under-Secretary of State for External Affairs Canada

The Under-Secretary has general responsibility for departmental policy and operations and is assisted in the fulfillment of these functions by the Associate Under-Secretary.

Office of the Chief of Protocol

The Office is responsible for the accreditation and appointment of foreign diplomatic and consular representatives to Canada and heads of Canadian diplomatic and consular missions to other countries. This involves questions of diplomatic and consular privileges and immunities for both foreign representatives in Canada and Canadian representatives abroad. It is also the principal liaison point between the Department and the Diplomatic Corps accredited to Canada. The Office plans, organizes and manages state and official visits to Canada and the hospitality involved and participates in the logistics planning and conduct of travel abroad by the Governor General, the Prime Minister and the Secretary of State for External Affairs Canada. The Office also is involved in ceremonial and hospitality matters affecting the diplomatic corps in Ottawa and the various consular corps in the principal Canadian cities.

Classes of Records

EAC-10

Chief of Protocol

Description: Information on accreditation and appointments, diplomatic and consular, privileges and immunities, state and official visits, hospitality and ceremonial matters.

Office of the Ambassador for Disarmament

The Ambassador for Disarmament is the Under-Secretary's special adviser on arms control matters. In this capacity, his principal concern is to ensure a degree of coherence in Canadian policy as it relates to UN disarmament questions, disarmament and economic development, non-proliferation, the export of arms, mutual and balanced force reductions and the reduction of arms in Europe as well as limitations on strategic arms. The Ambassador also represents Canada at meetings of major United Nations disarmament bodies and serves as a point of contact for those within and outside of government who are interested in disarmament and arms control. In addition, the Ambassador approves major research projects financed by the Disarmament Fund and prepares an annual report on the uses of the fund, which was created in 1978 to help stimulate research and other activities of an educational nature relating to disarmament. (Your attention is also directed to the Bureau of International Security Policy and Arms Control).

External Affairs

Classes of Records

EAC-20

Ambassador for Disarmament

Description: Information on arms control and disarmament, including Canadian representation on international bodies such as the General Assembly and the United Nations Disarmament Commission.

Office of the Legal Adviser

The Legal Adviser provides advice to the Under-Secretary on matters of international law to ensure that in the conduct of the Department's international relations full account is taken of existing and emerging principles of international law. As a member of the Under-Secretarial Group, the Legal Adviser works closely with senior departmental management so as to be well informed of general policy concerns and be in a position to provide relevant and timely advice. In order to fulfill these functions, regular contacts must also be maintained with other departments concerned with international law and organization as well as with national and international organizations and foreign governments.

Office of the Special Adviser to the Under-Secretary

The Special Adviser performs special duties at the request and discretion of the Under-Secretary. The Special Adviser is also the chairman of the Task Force on Canadian Representation in the United States and is the adviser on departmental history (both the French and English sections).

Office of the Chief Air Negotiator

The Chief Air Negotiator is accountable to the Minister of Transport and the Secretary of State for External Affairs Canada (a) for the intergovernmental negotiations on bilateral air relations and (b) for the development of innovative policies, strategies, and tactics appropriate to safeguarding and promoting the Canadian interests involved in each case. Instructions guiding the Chief Air Negotiator in particular negotiations issue from the two responsible Ministers and on occasion from Cabinet, on the basis of recommendations developed under the aegis of the Intergovernmental Committee on Civil Aviation (ICCA).

Classes of Records

EAC-30

Chief Air Negotiator

Description: Information on bilateral negotiations in international civil aviation matters and related activities.

Policy Planning Secretariat

The Secretariat assists the Under-Secretary and the Associate Under-Secretary in formulating and analyzing policies and evaluating the effectiveness of current ones in the context of changing international and domestic circumstances. In addition, it formulates options and plans new directions in policy making and ensures coherence in Canadian foreign policy. It also supports the Department's function as the central agency responsible for the management of Canada's foreign relations. In practice, this means that the Policy Planning Secretariat participates in the preparation of memoranda — to Cabinet, the Prime Minister and Minister(s) — containing policy proposals and reviews, as well as speeches setting out Government policy. The Chairman of the Secretariat is a member of the Under-Secretarial Group.

Senior Management Secretariat

The Secretariat serves as the Departmental Co-ordinator of Foreign Operations and Executive Assistant to the Deputy Under-Secretary (Management).

Committee of Deputy Ministers on Foreign and Defence Policy

The Committee is responsible for sectoral strategy and work planning. It is chaired by the Under-Secretary of State for External Affairs Canada; the Vice-Chairman is the Deputy Minister of National Defence. It provides a forum for testing the adequacy and timeliness of proposals referred to it by the Cabinet Committee on Foreign and Defence Policy, the originating department or agency, or by agreement between the Chairman of the Committee of Deputies and the PCO Secretary to the Cabinet Committee. In addition, it affords a mechanism to encourage Ministers and officials to resolve issues that do not require referral to the full Cabinet Committee. The Committee has four sub-committees which, within their own spheres of responsibility, discharge the same functions as the Committee of Deputies and sometimes act on its behalf. They are the ADM Sub-Committee on Defence Policy, Economic Relations, Foreign Operations and Political Relations.

The mandate of the Committee of Deputies and its four sub-committees also includes the establishment of working groups to deal with specific issues within their respective areas of responsibility. The Committee and its four sub-committees are supported by an interdepartmental secretariat, headed by an officer with the title of Secretary General.

Classes of Records

EAC-40

Committee of Deputy Ministers on Foreign and Defence Policy

Description: Information on policy, planning, co-ordination, organization and envelope management.

Inspection Service for Foreign Operations

The Inspection Service undertakes independent audits and evaluations of the full range of Canada's foreign operations at diplomatic and consular posts abroad. It reports to the Committee of Deputy Ministers on Foreign and Defence Policy through the Under-Secretary in his capacity as Chairman of that Committee.

Classes of Records

EAC-50

Inspection Service of Foreign Operations

Description: Information on post inspection reports, reviews and appraisals, program analysis, policy, plans and procedures, manpower, financial and materiel resources, personnel assessment and information services.

Manuals

- Terms of Reference for the Inspection Service
- Handbook - Future Directions for the Inspection Service for Foreign Operations
- Guidelines for Inspection Reports

- Questionnaires for Post Programs
- Appraisal Records of Post Programs

Co-Ordinator, International Appointments and Access to Information and Privacy Legislation

The Co-ordinator is responsible to the Deputy Under-Secretary (Management and Planning) for administering the Department's Code of Conduct; departmental liaison for Governor in Council appointees; conduct of public servants abroad and "Post-Employment" Conflict of Interest Guidelines. The Co-ordinator is also special adviser to the Deputy Under-Secretary (Management and Planning) on questions of financial propriety. Other responsibilities include co-ordinating the Privacy and Access legislation within the Department, identifying staff positions in international organizations at senior levels and monitoring the size and composition of Canadian delegations to international conferences and meetings.

Classes of Records

EAC-60

International Appointments and Access to Information and Privacy

Description: Information on code of conduct, Governor in Council appointees, "Post-Employment" Conflict of Interest Guidelines, Privacy and Access legislation; staffing international organizations and monitoring international conferences.

The Executive Information Service

The Service has responsibility for ensuring that senior management, both in Ottawa and abroad, receives a timely and concise flow of information by monitoring the quality of reporting and preparing regular summaries and bulletins.

Operations Centre

The Operations Centre was established to improve the ability of the Department and the government to react quickly and to alert ministers and officials to reports and events of immediate significance for Canadian interests. Special task forces are often formed to deal with crisis, and are located physically in the Centre, thus providing a useful focal point for decision making and information gathering.

Classes of Records

EAC-70

Operations Centre

Description: Information on general policy and plans on activities related to the Centre as a crisis management facility including the functions of the Watch Office and the role of the departmental duty officer; co-ordinating activities for handling crisis and exercises, Task Force formation and guidance; contingency plans for national and international emergency situations; emergency preparedness and co-operation with concurrent Operations Centres in other countries and other Canadian government departments and agencies.

Manuals

- Duty Officer Instructions
- Departmental War Book

Area Bureaux

- African and Middle Eastern Affairs
- Asian and Pacific Affairs
- European Affairs
- United States Affairs
- Latin American and Caribbean Affairs

Each of the five area bureaux manages the formulation and conduct of Canadian policy towards the countries of the region with which it is concerned and supervises the operations of the diplomatic and consular posts in that region. The main responsibility of each post is the overall management of Canada's relations with the country in which it is situated. This responsibility includes the total spectrum of relations which normally exist between sovereign nations, for example, trade, culture, consular and legal services, immigration and aid. The area bureaux are the main points of contact on bilateral and international matters for the diplomatic missions of other countries in Canada. They may act as a liaison point for the activities of private agencies in countries for which they have responsibility.

In co-operation with other government entities, the Area Bureaux prepare official visits (both incoming and outgoing), many of which take place at ministerial, head-of-state or head-of-government levels. An allied responsibility of these bureaux is the preparation of the policy-briefing and advisory materials associated with such visits.

Responsibility also devolves upon the area bureaux for co-ordinating the allocation of most resources at posts and between posts, and for ensuring the effective management of individual missions.

Classes of Records

EAC-80

Area Bureaux

Description: Information on the formulation and conduct of Canadian policy, the supervision of operations of the diplomatic and consular posts and Canada's relations with the country in which it is situated, bilateral matters involving diplomatic missions of other countries in Canada and policy advice. *Topics:* Policy and background; trends in global, international or national affairs; Canadian external policy and relations; foreign policy trends; internal policy trends; guidance to Heads of Posts; reports and statistics; periodic reports; tour reports; treaties and agreements; organizations and conferences; laws; national historical outlines; nationalism; visits; neutralism and non-alignment; peace and non-aggression; intervention and non-intervention; dependent territories; colonialism and imperialism; interim control and surveillance; independence and recognition; political asylum; government, constitution, head of state, cabinet, legislature, judiciary, administration; national symbols; church-state relations; political parties, non-party groups, elections; provincial and municipal affairs; Communism; internal security forces; political prisoners; subversion and espionage; demonstrations and riots; coups d'état; disputes and incidents; economic relations; development assistance; bilateral environmental and energy questions; transboundary issues; trade relations; immigration; consultation and research; and exchange of information.

Bureau of the Chief of Protocol

The Office handles matters of the accreditation and appointment of foreign diplomatic and consular representatives to Canada and heads

External Affairs

of Canadian diplomatic and consular missions to other countries. This involves questions of diplomatic and consular privileges and immunities for both foreign representatives in Canada and Canadian representatives abroad. It is also the principal liaison point between the Department and the Diplomatic Corps accredited to Canada. The Office plans, organizes and manages state and official visits to Canada and the hospitality involved and participates in the logistic planning and conduct of travel abroad by the Governor General, the Prime Minister and the Secretary of State for External Affairs Canada. The Office also is involved in ceremonial and hospitality matters affecting the diplomatic corps in Ottawa and the various consular corps in the principal Canadian cities.

The Office of the Chief of Protocol consists of the offices of the Chief of Protocol, the Deputy Chief of Protocol, the Deputy Chief of Protocol for Diplomatic Corps Services and the Deputy Chief of Protocol for Visits and Conferences Service.

Classes of Records

EAC-90

Chief of Protocol

Description: Information on the accreditation and appointment of foreign and Commonwealth representatives to Canada and of Canadian representatives to other countries, diplomatic privileges and immunities and the planning, organization and management of state and official visits to Canada. *Topics:* Diplomatic representation; policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; status and precedence; accreditation; privileges and immunities; privileges and immunities abroad; Canadian representatives abroad - heads of post, consular officers, special envoys; foreign representatives in Canada - heads of post, political advisers, military advisers, commercial advisers, special advisers; consular officers and trade commissioners; provincial representatives abroad; diplomatic and consular lists; ceremonies; honours and awards; hospitality and security of foreign diplomatic missions in Canada.

Manual

- Manual of Visits Procedures

Bureau of United Nations Affairs

United Nations Political and Institutional Affairs Division

The Division has the task of assessing, on a continuing basis, the political implications of developments in the Security Council, the General Assembly and other United Nations organizations. It also co-ordinates Canadian policy and activities which have to do with the institutional development of the United Nations system, and administrative, personnel management, financial and budgetary matters throughout the United Nations family of organizations. The Division chairs the Interdepartmental Committee on the Specialized Agencies. It is also responsible for co-ordinating delegations to the General Assembly and other bodies, United Nations negotiations on Namibia, the movement of non-aligned countries, and public information activities on the United Nations.

Classes of Records

EA-100

United Nations Political and Institutional Affairs

Description: Information on the organization, structure, administration, relations and sessions of the United Nations including the Security Council, the General Assembly, and other United Nations organizations such as the International Labour Organization (ILO), Food and Agriculture Organization (FAO), International Civil Aviation Organization (ICAO), United Nations Commission for Human Settlements (UNCHS), United Nations Environment Program (UNEP), International Telecommunication Union (ITU), Universal Postal Union (UPU) and Intergovernmental Maritime Consultative Organization (IMCO). *Topics:* Policy and programs - character, relations with countries, specialized agencies, intergovernmental organizations, non-governmental organizations, membership; Secretariat - finance and administration, privileges and immunities, public relations, documentation, personnel; General Assembly - rules and procedure, sessions, agenda, delegations, credentials, general committee, main committees, Canadian statements; Security Council - rules of procedure, delegations, membership, reports to General Assembly; Economic and Social Council - sessions; United Nations system, including above agencies.

Manuals

United Nations General Assembly -

- Delegation Operations Manual (forthcoming)
- Delegation Briefing Book and Final Reports

United Nations Social and Humanitarian Affairs Division

This Division is responsible for co-ordinating Canadian international policy and activity on social questions, human rights, refugees and humanitarian and emergency assistance. The Division's functions have to do with not only the treatment of these questions in the forum of the United Nations, but also in Canada's foreign policy including bilateral and multilateral areas.

Classes of Records

EAC-110

United Nations Social and Humanitarian Affairs

Description: Information on Canada's participation in United Nations social and humanitarian activities. *Topics:* Policy; plan; programs; humanitarian aid project assistance; international, national and non-governmental social affairs; humanitarian affairs and human rights organizations and conferences; reports and statistics; international co-ordination; promotion of human rights, human rights violations; treaties and agreements; humanitarian and social questions, including health, multi-lateral human rights matters, refugee matters and policy.

Bureau of Co-ordination

Commonwealth Institutions Division

The Division co-ordinates Canada's multilateral relations with the 44 independent countries of the Commonwealth, the Commonwealth Secretariat in London and the many Commonwealth official and non-governmental organizations.

In the government field, these responsibilities include co-ordinating Canada's participation in Commonwealth heads of government meetings and senior officials' (secretaries to cabinet) conferences, as well as advising and working with the functional divisions, departments and agencies involved in Commonwealth meetings and programs in the various fields of Commonwealth functional co-operation. In carrying out these functions, the Division serves as the main channel for formal communications with the Commonwealth Secretariat in London.

In the non-governmental field, the Division has an advisory and liaison role in matters of Canadian association with the 300-odd nongovernmental institutions and organizations that operate on a Commonwealth basis.

Classes of Records

EAC-120

Commonwealth Institutions

Description: Information on Canada's participation in Commonwealth programs and activities. *Topics:* Policy; development; membership; Prime Minister's meetings; intergovernmental conferences, organizations, Royal visits; Queen and Royal Family and Commonwealth ministerial meetings and conferences; functional co-operation and the activities of nongovernmental organizations.

Federal-Provincial Co-Ordination Division

The Division is responsible for developing policies and procedures whereby the international interests of the provinces are compatibly incorporated into the conduct of Canada's foreign relations. To ensure that Canada's federal character is fully reflected on international issues, the Division seeks to co-ordinate the activities of federal departments and agencies, Canadian posts and provincial governments. In a continuing effort to develop more effective procedures of consultation on the various aspects of Canada's international activity that concern both levels of government, the Division maintains close contact with provincial officials. By being aware of provincial aims and policies on international questions, External Affairs Canada can recognize areas where federal and provincial interests may conflict and promote effective solutions.

The Division advises the Secretary of State for External Affairs Canada on international matters that involve provincial governments and on policy matters related to the expanding interests of the provinces in the international arena.

The Division assists the provinces in other ways. For example, it makes available to provincial officials the services of the Department's network of foreign missions and of its extensive telecommunications facilities. It co-ordinates the increasing number of visits abroad by provincial authorities and by foreign officials to the provinces. Within the framework of normal diplomatic practice, the Division helps establish contact between provincial and foreign governments. It seeks to ensure that provincial concerns are articulated as part of Canada's activities in international organizations through the provision of information, the process of consultation and provincial representation on delegations to certain international conferences. It consults regularly with the provinces on Canada's accession to international agreements that involve provincial jurisdiction. The Division has developed and is putting into practice procedures whereby information and documentation on matters of provincial interest in the United States and the European Community are regularly sent to provincial authorities.

EAC-130

Federal-Provincial Co-ordination

Description: Information on provincial involvement in international activities, provincial or federal-provincial implications for Canadian relations with foreign countries and groupings, the national unity issue as it affects Canada's foreign policy and international relations provincial aid projects under CIDA and visits abroad by provincial representatives as well as visits of foreign representatives to the provinces. *Topics:* Policy; surveys and reports; treaties and agreements; organizations and conferences; legislation; visits abroad of provincial personalities; foreign visitors to Canadian provinces; provincial representatives abroad; foreign representatives in Canadian provinces; implications for Canadian relations with other countries and groupings; agriculture, aid, consular affairs and visas, cultural affairs, economic affairs, finance and trade, education, health, human environment, immigration, information and public relations, labour, natural resources, science, social affairs, telecommunications and outer space, tourism, transportation, emergency plans, civil defence and NATO.

Manuals

- "Fédéralisme et relations internationales", 1968
- "Fédéralisme et les conférences internationales sur l'éducation"

Francophone Institutions Division

The Division co-ordinates Canada's multilateral relations with some 35 or so countries making up the French-speaking world community, as well as with French-speaking intergovernmental authorities and the many private French-speaking international associations.

At the official level, the Division helps formulate and implement Canada's multi-lateral policy on the French-speaking countries and the institutions and programs of the international French-speaking community. Thus, it is called on to co-ordinate the formulation and implementation of Canadian policy at meetings of the institutions of "l'Agence de coopération culturelle et technique", the main forum of the world French-speaking community. Since its creation in 1970, "l'Agence" has brought together about 28 member countries, four associate states and two participating governments (Quebec since 1971 and New Brunswick since 1977). The Division thereby ensures the participation of the Canadian Government and provincial governments involved in the programs and other activities of "l'Agence".

The Division also co-ordinates Canadian participation in the two major French-speaking ministerial conferences of which Canada is a member - "la Conférence des ministres de l'éducation" and "la Conférence des ministres de la Jeunesse et des Sports des pays francophones".

In the non-governmental sphere, it provides liaison with private international French-speaking associations and agencies and lends them its support with a view to promoting effective and representative Canadian participation.

Classes of Records

EAC-140

Francophone Institutions

Description: Information on the multilateral aspects of Canada's relations with French-speaking countries, formulation and implementation of Canadian policy, co-ordination of the Canadian contribution to their aid programs, establishment and co-ordination of Canadian participation in various meetings of an official or semi-official nature,

External Affairs

intergovernmental conferences, international associations and private organizations. *Topics:* Policy and plans; reports and statistics; treaties and agreements; orientation and development; admission and participation; attitudes of non-member countries; international conferences; secretariat; intergovernmental agencies and private associations; programs and activities; documentation and studies; aid and development; culture and information; science and technology; education and youth exchange.

Bureau of International Security Policy and Arms Control Affairs

Arms Control and Disarmament Division

This Division develops advice and recommendations on government policies and positions in negotiations and deliberations to control and stop the arms race. It acts in close consultation with the Defence Relations Division and with the Directorate of Arms Control Policy at National Defence. The Division prepares instructions, in consultation with other bureaux, agencies and departments for Canadian representatives to the Committee on Disarmament in Geneva, the First Committee of the United Nations General Assembly and the United Nations Disarmament Commission. The Division also assists in the formulation of Canadian policies on arms control questions in NATO. In consultation with other divisions and with National Defence, the office is also responsible for the arms control aspects of the Conference on Security and Co-operation in Europe.

In addition, the Division publishes "The Disarmament Bulletin" which is a review of national and international disarmament and arms control activities. It is also responsible for the management of the Disarmament Fund and organizes a semi-annual Consultative Group of representatives of interested nongovernmental organizations in the field.

Classes of Records

EAC-150

Arms Control and Disarmament

Description: Information on various issues involved in formulating advice and recommendations on policy and positions intended to control and stop the arms race. *Topics:* Policy and positions; reports and statistics; public opinion in Canada, public opinion abroad; treaties and agreements; international organizations and conferences; legislation and regulations; measures, plans and proposals; control and verification; cut-off, use and transfer of fissionable material; reduction and elimination of nuclear weapons and nuclear weapons carriers (SALT); reduction and elimination of chemical and biological warfare (CBW) weapons; reduction of conventional armaments and armed forces; military budgets; foreign bases; transition from stage to stage of disarmament; outer space; reduction of the risk of war; disengagement and denuclearized zones; comprehensive test ban and disarmament studies and research.

Key Issues

Suspension of nuclear tests - policy and positions, treaties and agreements, organizations and conferences, plans and proposals; nuclear war; legal aspects; economic and social consequences.

Defence Relations Division

In co-operation with National Defence, the Division develops and co-ordinates departmental views and policies on defence matters and provides advice on the defence aspects of Canada's bilateral relations

with other countries. Those duties are divided among four functional sections:

- NATO Policy Co-ordination Section - co-ordinates broad policy on Canadian participation in the North Atlantic Alliance and prepares instructions and guidance for the Canadian Delegation to the North Atlantic Council.
- SALT/NPG Section - deals with and co-ordinates Canadian involvement with Alliance-related arms control programs, including SALT, MBFR and theatre nuclear force (TNF) arms control, and co-ordinates Canadian participation in Alliance development of nuclear weapons policy.
- Military Assistance and Peacekeeping Section - with other departments, develops and monitors Canadian peacekeeping policy and operations abroad and develops and co-ordinates Canada's Military Training Assistance Program for non-NATO countries.
- North American Section - develops and co-ordinates policy on bilateral defence relations with the United States, including principally NORAD affairs and the Canada-United States Permanent Joint Board on Defence (PJBD).

Classes of Records

EAC-160

Defence Relations

Description: Information on the development and co-ordination of Canadian foreign and defence policies on issues such as NATO, NORAD and other North American defence issues. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; Canadian forces, foreign forces, defence authorities, visiting forces; bilateral relations - Canada, bilateral relations - other countries; armed forces - policy and procedures, co-ordination, personnel, navy, army, air force, para-military forces, uniforms and insignia, decorations, colleges and courses, commemorations and war graves, welfare and entertainment, non-military activities; conventional and nuclear armaments; disarmament, arms control; peacekeeping; human rights; defence research; military information; air defence systems; maneuvers and exercises; bases, installations and related activities; arms sales; military transportation; communications; aircraft clearances, policy and procedures, Canadian aircraft, foreign aircraft; military assistance; mobilization for war; outer space; service attaches; civil defence and emergency planning.

Bureau of Economic Intelligence

The Bureau comprises three Divisions: Africa, Middle East and Western Hemisphere; Asia; and Europe. It is responsible for making intelligence assessments of foreign economic developments relevant to Canada's foreign policy concerns.

Classes of Records

EAC-170

Economic Intelligence

Description: Information on the collection and analysis of economic intelligence furnished by other federal departments and agencies, the public media, foreign governments and international organizations which provides a basis for policy formulation on matters affecting Canada's economic interests. *Topics:* Policy and plans; reports and studies; agreements; organizations and conferences; legislation and

regulations. *Retrievability:* Major case files are arranged by country or international organization.

Bureau of Intelligence Analysis and Security

Intelligence Analysis Division

This Division has two main functions: liaison with other departments and governments for the exchange and dissemination of intelligence and the production of current and long-term intelligence assessments.

Classes of Records

EAC-180

Intelligence Analysis

Description: Information on the collection and analysis of foreign and political and economic intelligence from other federal departments and agencies, the public media, foreign governments, international organizations and other sources which provide a basis for policy formulation on matters affecting Canada's interests. *Topics:* Political affairs; policy and plans; reports and studies; agreements; organizations and conferences; legislation and regulations; visits; release of information; foreign political parties; foreign personalities; special clearances; liaison arrangements; interviews with Canadian residents. *Retrievability:* Major case files are arranged by country, international organization or of individual.

Security Division

The Division is responsible for all matters which have to do with the security and personal safety of the Department's personnel, property and documents both in Ottawa and abroad, and liaison with other departments and governments on national security questions involving foreign relations.

Classes of Records

EAC-190

Security

Description: Information on matters concerning the physical security of documents, communications and buildings and the safety of personnel both at posts abroad and in Ottawa; personnel security; and issues affecting national security. *Topics:* Policy and co-ordination; reports and information; treaties and agreements; legislation and regulations; visits; arrangements; conferences and delegations; assistance to foreign missions; passport security; immigration security; foreign intelligence activities in Canada; Communist and pro-Communist parties and organizations; vulnerability; exchange and release of information; travel by Canadian residents; foreign representatives in Canada; visitors; communications services; documents and information; violations; inspections; education and training; responsibility of staff; guard protection; personnel debriefing; physical, technical, equipment, security clearances.

Bureau of Trade, Development and General Economic Relations

Commercial and Commodity Policy Division

The Division is responsible for the development and co-ordination of Canadian commercial and commodity policies. As such, it carries out functions such as the formulation and implementation of international

trade and commodity policy, customs and special import policy questions, agricultural and industrial trade issues, commercial policy aspects of international fisheries relations, commodity agreements, the common fund and North-South trade, and commodity policy issues. Other functions include the formulation of Canadian policy towards the Organization for Economic Co-operation and Development (OECD), the General Agreement on Tariffs and Trade (GATT), the Development Trade Committee and various international commodity organizations. The Division also co-ordinates the work of the Interdepartmental Committee on Commercial Policy and has a liaison role with other functional and geographic divisions within the department on trade and commodity policy issues. The Division is composed of two sections which deal with commercial policy and commodity policy, respectively.

Classes of Records

EAC-200

Foreign Trade

Description: Information on import-export trade, customs tariffs, international trade conferences, trade promotion, import policies and restrictions, commodity arrangements, trade agreements, export controls, strategic controls and embargoes. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; tariff negotiations; customs; problems of less-developed countries; low-cost imports; surplus disposal; subsidies; quantitative restrictions; state trading; commodity trade; commercial relations; trade promotions; trade fairs; tourism; merchandise in bond; quarantine regulations; strategic trade controls.

Development and Export Financing Policy Division

The Division is principally responsible for the formulation of bilateral and multilateral aid policy and strategy. It has principal departmental responsibility for liaison with the Canadian International Development Agency (CIDA) and for co-ordination of Canadian positions on the activities of the multilateral aid institutions, including the regional banks. It is also responsible for export financing and insurance policy and operations, and as such is the principal departmental interlocutor with the Export Development Corporation.

Classes of Records

EAC-210

Development and Export Financing Policy

Description: Information on national foreign development and export finance. *Topics:* Aid and export finance; policy; plans and programs; reports and statistics; treaties and agreements; international development organizations and conferences; legislation; international co-ordination; specific development project assistance; non-project grants and loans; technical assistance, export development, emergency relief and volunteer service.

General Economic Relations Division

The Division is responsible for Canada's overall international economic policy and relations. It performs a principal liaison function on international economic and monetary questions and bilateral taxation agreements. It co-ordinates Canadian interests in the Organization for Economic Co-operation and Development (OECD) and regulates the Canadian positions in Economic Summit meetings and their follow-up. The Division also has a general responsibility for the North-South dialogue which includes Global Negotiations, North-South Summit meetings, co-ordination and preparation of Canadian positions on general economic relations with the Third World, and

External Affairs

responsibility for Canadian interests in the United Nations Conference on Trade and Development (UNCTAD). In addition, it is responsible for East-West multilateral economic relations, including Basket II of the Conference on Security and Co-operation in Europe and the UN Economic Commission for Europe as well as international economic aspects of federal-provincial relations. The Division is also a focal point for departmental review of the medium-term implications of international economic developments on Canada's economic policy.

Classes of Records

EAC-220

General Economic Affairs

Description: Information on international and domestic studies, trends and conditions, discussions on international economic policy and relations, macro-economic questions including monetary issues and recycling of surplus revenues, bilateral taxation issues, OECD activities and Economic Summit preparations and conferences, North-South issues including the proposed Global Negotiations and North-South Summits, UNCTAD programs and budget, and East-West multilateral economic issues including Basket II of the Conference on Security and Co-operation in Europe and the Economic Commission for Europe. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; UN economic bodies; positions of other countries; banking legislation; tax treaty legislation and agreements; budgetary practice in the OECD and the UN; macro-economic indicators; international financial flows; International Monetary Fund; Economic Commission for Europe; OECD; UNCTAD; past Economic Summits (from Rambouillet to Ottawa).

Bureau of Energy, Industry and Science Relations

Industry, Investment and Competition Policy Division

This Division has principal responsibility within the Department for industrial policy. Its concerns include developments in Canadian industrial strategy and related issues including defence exports. It is responsible for multilateral negotiations on the transfer of technology and for bilateral policy matters in this area. These are related to its responsibility for Canadian participation in the United Nations Industrial Development Organization (UNIDO) and the U.N. Intergovernmental Committee on Science and Technology for Development. It provides the main liaison with the Department of Industry, Trade and Commerce (ITC), the Canadian International Development Agency (CIDA) and other departments and agencies in matters of policy and implementation of industrial co-operation with industrialized and developing countries. It has major responsibilities in the investment area, including liaison with the Foreign Investment Review Agency (FIRA), Departments of Finance Canada, and ITC and the business community as well as for developments on multinational corporations in the Organization for Economic Co-operation and Development (OECD) and the United Nations. The Division is also active in the fields of competition policy and intellectual property, where it co-ordinates policy development, principally with Consumer and Corporate Affairs Canada and such international agencies as the OECD and the World Intellectual Property Organization (WIPO). It is also responsible for work towards an international agreement on the prevention of bribery and illicit payments in international commercial transactions.

Classes of Records

EAC-230

Industry, Investment and Competition Policy

Description: Information on the development of industrial policy, industrial co-operation, particularly with developing countries, investment, competition policy and intellectual property. *Topics:* Policy and plans; reports and statistics; agreements; organizations and conferences; legislation and regulations; industrial co-operation; industrial development; industrial strategy; commercial co-operation; transfer of technology; scientific and technological co-operation; science and technology for development; export of military equipment; nuclear energy; foreign investment policy; foreign investment review legislation; multinationals; external investment matters; nationalization and expropriation; antitrust matters; extra-territoriality; national treatment; industrial and intellectual property; patent law; trade marks; copyright agreements; competition policy; liaison with business; business practice; cartels; consumer and corporate policy; bribery and illicit payments; UNIDO; WIPO; UNCTAD; OECD.

International Energy Policy Division

The Division is responsible for relations with other countries in the energy field and Canada's participation in a number of multilateral organizations dealing with energy questions. It ensures the implementation of Canada's nuclear non-proliferation and safeguards policy, explains and defends abroad Canada's general energy policies, supports the nuclear industry's marketing efforts, participates in international energy policy co-ordination, facilitates Canada's international energy trade, and is involved in attempts to improve the energy situation in developing countries. This includes bilateral and multilateral questions and negotiations on nuclear co-operation and non-proliferation and safeguards policy, conventional energy (oil, natural gas, coal and electricity) and new and renewable forms of energy. The Division deals, for example, with the International Atomic Energy Agency, the OECD's Nuclear Energy Agency and the International Energy Agency and energy discussions in various international forums and conferences.

Classes of Records

EAC-240

International Energy Policy

Description: Information on questions and negotiations concerning conventional, nuclear and new forms of energy, safeguards, international energy-policy co-ordination and economic and commercial development. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; energy policy co-ordination; electricity, petroleum and natural gas; atomic energy; nuclear energy; coal; uranium; energy research and development; global energy relations; energy export policy; environmental protection; nuclear waste disposal; scientific and technological co-operation; non-proliferation and safeguards; peaceful uses of nuclear energy; and economic and commercial co-operation and development.

Science, Environment and Transportation Policy Division

The principal responsibilities of the Division are the development of policy and co-ordination of multilateral activity in the areas of international science and technology, environment, communications, space, and air and maritime transportation. The Division is also responsible for bilateral air relations, the negotiation of bilateral air transport agreements and the management of Canada's science counsellor network abroad.

Classes of Records

EAC-250

Science, Environment and Transportation Policy

Description: Information on Canadian policy and activities in the areas of international science and technology, environment, space, communications, air and maritime transport. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; branches of science; research and development; scientific information, manpower, technology; protection of nature, conservation and utilization of resources, preservation of wildlife and aquatics; social development; pollution; UN Environmental Program; Organization for Economic Co-operation and Development (OECD), Economic Commission for Europe; air relations; routes and services; International Civil Aviation Organization; International Air Transport Association; navigational safety; International Maritime Consultative Organization (INCO); UNCTAD; deep-sea shipping; outer space; UN Committee on the Peaceful Uses of Outer Space; European Space Agency; trans-border data flow; communications; International Telegraphic Union (ITU).

Bureau of International Cultural Relations

Academic Relations Division

The Division works to develop an informed, well-disposed and sustained interest in Canada as a whole among members of the academic community outside of Canada in certain selected countries. This is done in large part through assistance, in a variety of ways, for teaching and research under the general heading of Canadian Studies. The Division also manages a post-graduate awards program for foreign nationals from developed countries and academic student exchange programs with the People's Republic of China. The Division also works to foster understanding and co-operation between the Department and academics, universities and international groups in Canada interested in the study and discussion of international relations and in the long-term formulation of Canadian foreign policy. It provides liaison with the Council of Ministers of Education on international education meetings and other matters.

Classes of Records

EAC-260

Academic Relations

Description: Information on awards, scholarships, fellowships and exchange programs offered by the Canadian Government to nationals of certain countries; teaching, research and relations with foreign and Canadian academics and universities. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; exchange of persons; universities; education associations; awards, scholarships, fellowships; teaching, research and publications.

Cultural Affairs - Arts Promotion Division

The Division maintains liaison with other federal agencies such as the Canada Council and the National Museums Corporation, as well as private organizations and cultural ministries of the provinces, on the promotion abroad of professional performing artists, exhibitions of Canadian art, book donations, participation in film festivals and seminars on Canadian culture. It has specific responsibility for the governmental aspects of Canada's membership in the United Nations Educational, Scientific and Cultural Organization (UNESCO) and provides departmental liaison with the Canadian National Commission for UNESCO.

Classes of Records

EAC-270

Cultural Affairs - Arts Promotion

Description: Information on the promotion of cultural relations between Canada and other countries. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; fairs and exhibitions; cultural centres; cultural information; book presentations; libraries and literature; architecture; visual arts; performing arts; culture and history.

Historical Division

This Division is responsible for certain archival activities including the acquisition, indexing and microcopying of reports on conferences; the preparation of briefing books and special studies on aspects of foreign affairs; the development of a collection of historical material on Canadian foreign policy; and the preparation of background studies on international issues for departmental use. The Division also compiles and edits a continuing series, "Documents on Canadian External Relations", and is currently engaged in the preparation of a history of the Department. In addition, the Division assists academic and other researchers seeking access to declassified departmental records by locating and procuring primary source material on Canada's external relations and by arranging interviews with departmental officials. Individual inquiries and requests from Canadian missions abroad are also dealt with to the extent permitted by our resources and research facilities. The Division also serves as a research and data base for other divisions of the Department and performs a liaison role with the Pan-American Institute of Geography and History.

Classes of Records

EAC-280

Historical Information

Description: Information on archival documents, studies on Canadian foreign policy on international issues, departmental history and data on Canadian representation abroad. *Topics:* Policy and planning; reports and statistics (country programs); organizations and conferences (reports and briefing books); custody of oral history interviews (access authorization by person interviewed required); compilation and editing of state papers (Documents Series); and special publication projects.

Multilateral Relations and Sports Division

The primary role of the Division is to promote Canada's interests in international and regional organizations such as UNESCO, Conference on Security and Co-operation in Europe (Cultural Division), the Council of Europe and the Commonwealth, given the ever-increasing demand for consultation and co-ordination between federal and provincial governmental as well as non-governmental organizations.

The Multilateral Relations Section is responsible for the formulation of the federal government's contribution to UNESCO and the cultural components of the Conference on Security and Co-operation in Europe, the Council of Europe and the Commonwealth, taking into account provincial interests. It also maintains close links with the Canadian Commission for UNESCO and other non-governmental organizations.

The International Sports Section advises Canadian sports organizations on their overseas operations and assists them in the organization of major international sports events in Canada and abroad. Direct financial support is not normally given to sport, but the

External Affairs

Department's facilities and resources are deployed as required by any particular event. The section advises the Minister of State, Fitness and Amateur Sports and Multiculturalism on the conduct of international sports exchanges and Canadian foreign policy as it affects sport operations and it provides advice to the Under-Secretary and to the Ministers on sporting events which have implications for Canada's foreign relations.

Classes of Records

EAC-290

Multilateral Relations and Sports

Description: Information on Canada's multilateral relations with certain international and regional organizations, sports presentations and international competitions. *Topics:* Policy and plans; reports and statistics; organizations and conferences; legislation and regulations; visits; exchanges of persons; sports presentations and international sport competitions.

Bureau of Information

Domestic Information Programs Division

The Division informs Canadians about Canada's foreign policy, international relations and the services of External Affairs Canada.

To achieve its objectives, the Division employs various information and communications techniques - speakers, conferences and seminars, a program of visits abroad for community leaders, films, audio tapes, T.V. clips, radio mini-documentaries and other media programs, posters and publications - to reach the general public and high-school students. It organizes tours of the Pearson Building, provides briefings on foreign policy issues for visitors, answers inquiries of a general nature from the public and distributes information material upon request on subjects related to Canadian foreign policy.

Classes of Records

EAC-300

Domestic Information Programs

Description: Information on activities and materials used to inform Canadians about Canadian foreign policy, international relations and the Department's (consular and passport) services. *Topics:* Policy and plans; reports and statistics; organizations and conferences; conventions and agreements; visits, exchange of information; requests for information; press; publications and visuals; editorial services; distribution; technical equipment and supplies; External Affairs Canada publications; official publications in Canada; non-governmental publications; newspapers; local press; news agencies and press associations; feature materials and visual materials; photographs, filmstrips and recordings; graphics; exhibits and displays; motion pictures; radio and television; T.V. films and tapes.

External Information Programs Division

The Division has two main functions: the dissemination of a knowledge and understanding of Canada and the Canadian people abroad; and the provision of information to Canada's policies to citizens of other countries. Emphasis is placed on reaching journalists and other opinion makers abroad, both by supplying posts with background documentation, illustrated articles and photo-stories for the foreign press, and by arranging fact-finding visits to Canada for selected journalists and other appropriate individuals.

In addition, a full range of basic information techniques is used. The Division issues a wide variety of publications on Canada in several languages, and prepares exhibits for circulation abroad. A variety of periodicals is produced by the Division and at a number of missions abroad. Films, television programs, records, transcriptions and radio programs are distributed. Background materials are also prepared for the use of post officers on speaking engagements. The Division also undertakes special projects such as "Canada Weeks", multi-media events illustrating particular themes, public relations projects focusing on major policy issues, the development of the public relations aspects of ministerial visits abroad and the celebration of important anniversaries and international events.

Classes of Records

EAC-310

External Information Programs

Description: Information materials on Canada sent to other countries, including information on Canadian Government policies and programs. *Topics:* Policy and plans; reports and statistics; conferences and seminars; visitors to Canada programs; requests for information; foreign press; External Affairs Canada publications; exhibits and displays; films, recordings, transcripts, radio and television programs; promotion and publicity; timely information to posts; and celebrations of anniversaries and international events.

Manual

- Film Manual

World Exhibitions Program Division

The Division is responsible for liaison and representation at the International Bureau of Exhibitions in Paris. It co-ordinates the handling of invitations to take part in world exhibitions, determines interdepartmental interest and makes recommendations. It also provides for the organization and direction of Canadian participation in world exhibitions.

Classes of Records

EAC-320

World Exhibition Program

Description: Information on liaison and representation at the International Bureau of Exhibitions in Paris and world exhibitions. *Topics:* Policy and plans; reports and statistics; organizations and conferences; visits; exhibits and displays.

Manuals

- International Convention and Protocols governing international expositions
- Operating Rules and Procedures of the International Bureau of Expositions

Bureau of Consular Services

Consular Operations Division

The Division is responsible for providing advice and instructions to posts on Canadians in difficulty abroad, including those who are ill, have been injured, or are in jail or temporarily destitute; contacting

friends, relatives and others who might be able to help Canadians in distress; giving them, where warranted, financial aid on a recoverable basis to relieve immediate distress or to enable them to return to Canada; helping with arrangements in connection with the death of Canadians abroad and the settlement of estates; authorizing the issue of diplomatic and courtesy visas to foreign officials; co-ordinating the processing of visa applications for visitors from certain designated countries; responding to requests for representations to other governments in order to reunite families and to promote human contacts; answering inquiries on matters of travel abroad; providing consular advice to Canadians at home on matters of dual nationality; providing assistance in obtaining birth, marriage, death and other official documents from certain foreign countries; contingency planning and maintenance of a register of Canadian residents abroad; and providing a representative on the Refugee Status Advisory Committee.

Classes of Records

EAC-330

Consular Operations

Description: Information on Canadian consular operations. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; fee collection and control, services on behalf of other countries; services as a protecting power; registration of nationals; emergency evacuation; government benefits and services; assistance to nationals; assistance through local authorities; offences, arrests, detentions, conscription of Canadians abroad; merchant vessels and seamen, commercial aircraft and airmen, military personnel, veterans; social security; prisoners of war and civilian internees; death and estates; reunification of families; and visa registration.

Consular Policy Division

The Division is responsible for the drafting of consular agreements with other countries; the development and monitoring of consular policies and procedures, including the collation and assessment of statistics; monitoring legislative developments in Canada affecting the lives of Canadians outside Canada, such as social security plans, immigration and citizenship matters and Canadian merchant shipping; amending the Manual of Consular Instructions; preparing and issuing circular documents of instructions to posts abroad; conducting a consular training program; conducting a "consular awareness" program for Canadian travellers, warning them of possible travel problems; and maintaining liaison with the travel industry in Canada and other departments and organizations concerned with matters of consular policy.

Classes of Records

EAC-340

Consular Policy

Description: Information on Canadian consular policy matters. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; extension of services abroad; social security plans; immigration and citizenship matters; inquiries and complaints; consular conventions and understandings; diplomatic and official visas; co-ordination of consular programs for posts abroad; consular training; honorary consuls; shipping and seamen; transfer of offenders; deportation; and travel industry.

Manual

- Manual of Consular Instructions

Bureau of Legal Affairs

Economic Law and Treaty Division

This Division consists of two sections. The Economic Section advises on the legal aspects of Canada's international economic relations, co-operating especially with the Bureau of Commercial and Commodity Relations and the Bureau of Development, Industry and Science Relations. It is also concerned with the protection of the interests of Canadian Citizens and the Canadian Government arising out of injury or damage to Canadian property abroad. The Treaty Section advises on the interpretation of international agreements, ensures that treaties entered into by Canada are concluded in accordance with Canada's international and domestic legal obligations, maintains treaty records, registers treaties with the United Nations, publishes treaties in the Canada Treaty Series and arranges for their tabling in Parliament.

Classes of Records

EAC-350

Economic Law and Treaties

Description: Information on Canada's international economic relations, trade and commodity agreements and related matters. *Topics:* Trade agreements; commodity agreements; constitutional law; international dispute settlement; international organizations; international investment; international industrial policy; international commercial arbitration; international energy issues; jurisdictional issues, sanctions and boycotts; transport and communications; international bankruptcy issues; foreign and domestic claims; international development; international finance; international law commission; treaty negotiation, interpretation, registers, procedures and publication.

Legal Advisory Division

The Division consists of two sections. The Advisory Section advises on the federal-provincial aspects of Canada's international relations, the recognition of states and governments, extradition, asylum, diplomatic and consular privileges and immunities, legal aspects of consular conventions and administration matters, passport and other international legal matters that do not fall within the designated responsibilities of other sections of the bureau. The Private International Law Section assists the legal profession and the public in the field of international judicial co-operation, which includes the practice and procedures pertaining to the service and authentication of documents, the taking of evidence for legal proceedings in Canada and the furthering of extradition proceedings to and from Canada. The Section is also involved in consular matters, such as the protection of Canadian citizens, estates, marriage, custody of children, etc., and passport matters.

Classes of Records

EAC-360

Legal Advice

Description: Information on questions of public and private international law and international relations. *Topics:* Policy and plans; reports and statistics; judicial and legal services; authentication and notarial acts; diplomatic and consular privileges and immunities; consular questions; sovereign immunity; recognition of states and governments; provincial participation in international agreements; passport matters; defence regulations; security matters; transfer of offenders; narcotics control; transborder police operations; immigration legislation and regulations; extradition; kidnapping; private

External Affairs

international law; administration law; private institutional law; maintenance orders; letters rogatory; depositions; service of documents.

Legal Operations Division

The Division consists of three sections. The Law of the Sea Section deals with maritime law, which includes questions on territorial waters, fishing zones and the continental shelf, Arctic sovereignty and the peaceful use of the seabed and its resources beyond the limits of national jurisdiction. The Environment and Fisheries Law Section co-ordinates the Canadian approach to international legal activities in the fields of fisheries and environment and promotes Canadian fisheries interests as well as the enhancement and protection of the environment. The United Nations and Legal Planning Section is responsible for most UN legal issues, including humanitarian law, terrorism, air and space law. In addition, it assists in the planning of Canadian policy on quasi-legal matters and co-ordinates departmental relations with the international law academic community in Canada.

Classes of Records

EAC-370

Legal Operations

Description: Information on maritime legal questions, international legal activities in the environmental field and UN legal issues. *Topics:* Territorial and high seas matters; fishing zones; fisheries agreements; fishing treaties; fisheries regulations; fisheries exports; international fisheries commissions; fish stocks; maritime boundaries; transboundary fish stocks; fisheries negotiations; fisheries conservation; marine scientific research; marine mammals; Law of the Sea; continental shelf; international seabed area; compensatory financing; transfer of technology; Arctic sovereignty; deep-seabed enterprise; seabed authority; nickel production; marine environmental protection and preservation; marine vessel traffic agreements; navigation safety; admiralty law; marine pollution control; bonding arrangements; oil and hydrocarbon exploration; transportation regulations; environmental law; environmental relations; offshore mining and drilling; air pollution control; weather modification; aviation organizations; outer space law; international space committees; space agreements and treaties; human rights; refugees; terrorism; hijacking; disarmament; direct broadcast satellites; nuclear-powered satellites.

The Passport Office

The Office issues passports to Canadian citizens. This is done in Canada through the main Passport Office in Ottawa and through Regional Offices in Montreal, Toronto, Vancouver, Halifax, Edmonton, Winnipeg, Calgary, Saskatoon, London, Windsor, Hamilton, Quebec, Fredericton and St. John's. The Regional Offices also carry out local functions, as required, on behalf of other divisions and bureaux of the Department, such as meeting foreign dignitaries and visiting journalists and providing local assistance in consular matters. Service is provided abroad through Canadian diplomatic missions and consular and trade offices.

The Office also issues certificates of indemnity and United Nations Refugee Convention travel documents to non-Canadians legally resident and currently living in Canada who are eligible to receive them.

Classes of Records

EAC-380

The Passport Office

Description: Information on the issue of passports to Canadian citizens in Canada and abroad, certificates of identity and United

Nations Refugee Convention travel documents. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations, surveys and studies; general administration; organization and establishment; personnel administration; travel and removal; finance administration; communications services; records administration; library services; material management; security; property management; data processing; information activities; public relations; consular affairs; legal affairs and services; citizenship; visa and travel; fee collection and control; passport accountability, application, eligibility, issue, validation and amendment, and categories; emergency certificates; certificates of identity; control lists; lost or stolen passports; denial of services; fraudulent activities; security precautions.

Manuals

- Passport Office Administrative Procedures Manual
- Passport Office Birth Certificates Book;
- Passport Office Data Processing Manual
- Handbook of Examining Practices
- Passport Policy Manual
- Passport Division Organization Manual
- Passport Office Operating Procedures Manual

Office of Internal Evaluation and Audit

The function of the Office is to provide the Under-Secretary on a continuing basis with systematic, independent appraisals of the appropriateness of departmental programs and activities and of the economy, efficiency and effectiveness with which they meet objectives and goals. It also aims to encourage managers to develop evaluation techniques applicable to their operations.

EAC-390

Internal Evaluation and Audit

Description: Information on appraisals and evaluations of departmental programs. *Topics:* Policy and plans; reports and statistics; surveys and studies; Audit and Evaluation Committee; internal organization and methods; manpower and planning; reviews and inspections; administration policy and procedures; organizational briefs and reports; selection of personnel; personnel establishment; position classification and pay; appraisal of operations for efficiency, economy, and effectiveness; evaluation; management, operational and composite audit.

Bureau of Personnel

Personnel Operations Division

The Division, which is divided into five sections, is responsible for the recruiting, training, development, career planning, assignment, posting, secondment, transfer and separation of Canada-based personnel of the Department (except the Passport Office staff), including officers, secretaries, clerks, communicators, security guards and specialist personnel (a total of 2,984 as of August 1, 1978). The Division is also responsible for the implementation of the appraisal and promotion system for all categories of personnel. In addition, it deals with the administrative arrangements for assignments abroad and the designations of personnel of other departments and agencies at posts. Finally,

it is responsible for career development and counselling, as well as for a broad variety of general personnel matters associated with the operational aspects of the assignments of foreign service personnel.

Official Languages Division

The Division is responsible for all aspects of the Department's official languages program, which includes planning, evaluation and audit, language testing and training. The Division is also responsible for the linguistic identification of positions, the application of the Bilingualism Bonus Plan and the recording into the Official Languages Information System (OLIS) of pertinent data related to positions and incumbents.

Staff Relations and Compensation Division

The Division is responsible for development, review and administration of policy on foreign service terms and conditions of service, which includes foreign travel and relocation; management and administration of pay and allowance and compensation services; the management and administration of the Heads of Post Directives and the Foreign Service Official Hospitality Directive; leave and attendance; the retirement program and superannuation; employee participation in hospital and medical insurance plans; staff relations; health and safety of employees abroad; personnel welfare counselling and the Employee Assistance Program (alcoholism); development and implementation of systems and procedures consequent upon statutory provisions, central agency directives and collective bargaining agreements; classification and pay and benefits determination and administration of locally-engaged employees abroad; classification of Canada-based positions; travel arrangements for departmental personnel as well as all relocation arrangements for foreign operations personnel, except employees of ND and RCMP; and the development and administration of special voting procedures for all public servants abroad.

Bureau of Finance and Management Services

Accounting and Financial Services Division

The Division provides a wide range of financial services to the Department, including the maintenance of financial controls over departmental accounts, fiscal accounting and reporting to the Receiver General, cash forecasting to the Department of Finance Canada, preparation of the departmental section of the Public Accounts, the development and promulgation of appropriate financial systems and procedures and the verification of expenditures and revenues to ensure compliance with parliamentary, executive and departmental authorities.

The Division determines the financial procedures followed by all Canadian Government departments at posts and is responsible for related financial services at headquarters.

The Division also provides advice and assistance to headquarters bureaux and divisions and to posts, on accounting and reporting and on the interpretation of policy guidelines and regulations, arranges payments of grants, contributions and assessments to international organizations, administers two working capital advances to finance post operations and loans to Government employees posted abroad, provides revenue accounting and collection services and prepares special forecasts and statements as required.

Management Services Division

The Division provides management consulting, computer systems design and administrative publications services to the Department.

Management consulting services are provided to assist departmental managers in improving the effectiveness and efficiency of their operations. Procedural analysis, statistical analysis, work flow and work simplification study, flow charting and similar approaches are used to identify and resolve problem areas or improve operations.

The Division assists departmental managers in developing and implementing new computer systems, and is responsible for the co-ordination and acquisition of electronic data-processing services (both hardware and software) for the Department.

A particular goal of this Division is the gradual development of co-ordinated management information systems to serve the needs of the Department.

Administrative publications services produce the manuals used throughout the Department and publish internal administrative notices, circular documents and the publications "Canadian Representatives Abroad", "Diplomatic Corps and Consular and Other Representatives in Canada" and "Bon Voyage, But...." (Information for Canadians Travelling Abroad).

In addition, this section maintains an Authorities Index, provides a forms design service and co-ordinates the Department's use of photocopier and printing services.

Resources Planning and Analysis Division

The Resources Planning and Analysis Division acts as a resource management adviser to the Department, a function that includes the design, development and operation of the Department's resource management systems, which cover both monetary and manpower resources and conduct special studies and analyses of the resource implications and costs of departmental programs and plans.

The Division is also responsible for the preparation and submission of the annual program forecasts and estimates to the Treasury Board of Canada and the allocation and control over departmental operating budgets.

Bureau of Communications and General Services

Information Systems and Records Management Division

The Division is responsible for the operation of the Department's records services. It operates all headquarters records services. These include records administration, retention, improvement and scheduling, micrographics, mail and messenger operations. Research assistance in the retrieval of records is provided to departmental employees and the Division serves as the official Departmental point of contact with Public Archives Canada. The Division also provides a post liaison capability providing functional guidance and direction in the administration of records at posts.

With the promulgation of the Canadian Human Rights Act on March 1, 1978, a Privacy Act Officer was assigned to handle requests for access to departmental files under the general guidance of the Departmental Privacy Act Co-ordinator. The Division is also responsible for

External Affairs

administering the activities related to the implementation of the Access to Information Act within the Department.

Library Services Division

The Division is composed of a main library and one branch library specializing in international law. It provides information and research services to departmental staff at home and abroad and to outside researchers.

The Division assists with the planning of physical facilities for libraries at posts abroad and establishes and maintains these libraries by providing a range of support functions. A relatively recent development has been the expansion of the Division's capability to carry out research through access to various automated databases.

Telecommunications Division

The Division provides and manages a world-wide telecommunications network for records transmission between all government departments and agencies and their representatives abroad (except for the operational units of National Defence). The network protects the confidentiality of sensitive communications with embassies abroad and also provides for the relay of non-sensitive traffic to official representatives at outlying sites. Fully fifty per cent of the services provided by the system are for other government departments.

The Division is also responsible for the operation of the diplomatic courier services between Ottawa and posts abroad. It carries responsibility for technical security and the maintenance of an approved technical environment for discussion and processing of classified information. The Division manages a comprehensive telephone program, including the provision of plant and life-cycle support for most embassies and many consulates abroad. It develops intrusion alarm systems and co-operates in providing the advice and expertise necessary to maintain the personal safety program abroad. It provides technical advice and support for most electronic devices used at both headquarters and the posts.

EAC-400

Telecommunications

Description: Information on national and international telecommunications services between all government departments and agencies and their representatives abroad. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; satellites; radio, telephone and telegraph; television; cables; computer communications.

Bureau of Physical Resources

Intergovernmental and Special Projects Division

The Division is responsible for negotiations and the undertaking of special assignments of a bureau-wide nature encompassing a variety of subjects, including the establishment of new capital cities or diplomatic cities; government-to-government negotiations and agreements; complex projects such as the new chancery in Moscow and staff housing in Warsaw; major transactions and negotiations such as joint development opportunities; analysis of major property acquisition proposals; investigations of an unusual or broad nature and the conduct of complicated negotiations. In addition, the Division will represent the Department on various committees such as the Committee on Propriety Issues and the Treasury Board of Canada Committee on Consultant Selection, direct activities such as Design Review and

Consultant Selection for all the Department's Design and Construction projects and represent the Bureau on the Department's Fine Arts Committee.

Classes of Records

EAC-410

Intergovernmental and Special Projects

Description: Information on government-to-government negotiations and agreements, joint development opportunities, property acquisition, investigations of a unique character and representative functions. *Topics:* Policy and planning; records and statistics; organizations and conferences; negotiations and agreements; capital cities; diplomatic cities; staff housing; joint development opportunities; property acquisition; investigations; and in-house consultation.

Operations and Maintenance Division

The Division is responsible for the provision of materiel which are for government posts and agencies outside Canada whose operations have been integrated for administrative support, as well as for the External Affairs Canada's headquarters. Its detailed responsibilities include determination of requirements, cataloguing, shipment and distribution, storage, maintenance and repair, accounting for assets on hand and ultimate disposal of materiel when it is beyond further use. Of particular significance is the procurement, through selected sources, of furnishing and equipment for chanceries, official residences and staff accommodation and the specifications for and acquisition of special technical and domestic electrical and mechanical equipment appropriate for use under peculiar and adverse climatic conditions and in under-developed technological environments. In addition, it deals with the maintenance of property, the leasing of staff housing and engineering services.

EAC-420

Operations and Maintenance

Description: Information on the operation and maintenance of existing physical and materiel resources of posts, including both real and improved property and related furnishings, material and supplies. *Topics:* Policy and procedures; distribution account; shipping; customs; general procurement; routine claims; furnishings procurement; distribution; maintenance and repairs; program co-ordination and liaison; surveys; visits abroad; pictures and works of art; electrical equipment; printing; stationery and office supplies; business machines and equipment; official vehicles; clothing; property maintenance; leasing of staff housing and engineering services.

Manual

- Departmental Materiel Management and Maintenance Manuals

Policy, Contracts and Financial Management Division

The Division is responsible for accommodation and materiel policy analysis and evaluation, financial management and management information and contracts policy and administration within the Bureau.

EAC-430

Policy, Contracts and Financial Management

Description: Accommodation and materiel policy review and evaluation; estimates; reports and statistics; organizations and conferences; legislation and regulations; accounting for funds; commitment control; contracts and agreements; property standards; program forecasts; management information and divisional administration.

Property Acquisition and Development Division

The Division is responsible for the acquisition and development, through lease or purchase, of all chancery and official residence accommodation, whether new or in the process of being built and for the acquisition of staff accommodation when purchased by the Crown. In addition, it deals with realty strategy, design and construction and interior design programs.

EAC-440

Property Acquisition and Development

Description: Information on departmental realty strategy. *Topics:*

Policy and programs; reports and statistics; agreements; organizations and conferences; legislation and regulations; headquarters; new building; current building; chancery; staff accommodations; project planning; contracts and specifications; land search; realty strategy; architect's lists and selection; options; site visit; land purchase; preliminary design and construction working drawings; construction, leasing and interior design furnishing.

Manual

- Manual of Property Management

Overall Responsibilities

The Department of Finance Canada is the policy agency primarily responsible for advice to the government on the economic and financial affairs of Canada.

The Department deals with the performance of the Canadian economy in all important aspects - the growth and the sharing of output, employment and income, the stability of prices and the long-term development of the country. It is concerned with the harmony of all initiatives of federal departments or agencies which affect the economy. Finance is vitally concerned with trade, monetary affairs and other international forces bearing on Canada's domestic performance. The Department works constantly toward improved co-ordination of economic action between provincial governments and the Government of Canada.

This broad horizon of interest finds expression in the budget speech by the Minister of Finance. This core document of government policy plays a traditional role in reviewing the government's accounts and making proposals on both expenditures and revenues. In recent years, it has also provided an authoritative review of past, present and future economic factors affecting business and the nation's finances.

The Department:

- analyses and appraises the economic situation and prospects in Canada and in other countries of interest to Canada;
- advises on fiscal and other economic policies and measures;
- recommends measures to meet the requirements of the government within appropriate fiscal policies, by action in expenditure, lending, taxation, borrowing and cash management;
- advises on matters concerning the balance of payments, exchange reserves, international monetary and financial arrangements, coinage and related matters;
- participates in international negotiations and other meetings on trade, finance, taxation, economic development and other subjects and makes contributions to international finance institutions;
- advises on federal-provincial fiscal and economic relations policies, carries on discussions with provincial authorities and administers the various statutory payments to provincial governments;
- administers statutes on guaranteed loans, the capital budgets and financing of Crown corporations and agencies.

In addition, the Minister has charge of the management and direction of the Consolidated Revenue Fund and the direction of all financial affairs of Canada not assigned by law to any other Minister.

Organization

The Department comprises five Branches: Fiscal Policy and Economic Analysis; Tax Policy and Legislation; Federal-Provincial Relations and Social Policy; International Trade and Finance; and Economic Programs and Government Finance. Each has Divisions responsible for specific policy subjects.

The Minister of Finance also reports to Parliament on the activities of the Bank of Canada, the Anti-Dumping Tribunal Canada, the Tariff Board, the Department of Insurance Canada, the Inspector General of Banks and the Canada Deposit Insurance Corporation.

Access Procedures

All requests for information under the Access to Information Act should be addressed to:

Access to Information Co-ordinator
Department of Finance Canada
Place Bell Canada, 24th Floor
160 Elgin Street
Ottawa, Ontario
K1A 0R5
Telephone: (613) 996-5553

Inspector General of Banks

The Inspector General of Banks has the statutory responsibilities for the administration of the Bank Act and responsibilities under the Quebec Savings Banks Act. The Inspector General functions as the supervisory authority for banks and banking in Canada.

Manual

- Manual of Reporting Forms and Instructions - assists chartered banks in the preparation of reports for supervisory purposes

Classes of Records

Fin-10

Inspector General of Banks

Description: Material on the dealings of the Office with other supervisory bodies at the federal, provincial, international and private sector levels. *Topics:* Inquiries; bank closures; Bank for International Settlements - Committee on Banking Regulations and Supervisory Practices; Bank of Canada - returns; Canadian Bankers Association; Canada Deposit Insurance Corporation - trust companies; Credit Unions and Co-operatives; federal-provincial relations; Government of Canada banking business; Royal Commission on Banking and Business.

Fin-20

Acts and Legislation

Description: Material on provincial legislation which affects the Office; also on the Quebec Savings Banks Act, for which the Office has responsibility. *Topics:* Provincial acts and legislation; Quebec Savings Bank's Act.

Fin-30

Bank Act

Description: Information on the two most recent revisions of the Bank Act. *Topics:* Bank Act - administration, revisions of 1967 and 1980.

Fin-40

Chartered Banks

Description: Information on certain administrative sections of the Bank Act, practices of banks in specific activities and sectors, and complaints concerning banks. *Topics:* Amalgamations; appropriation for contingencies and income tax; auditors; by-laws; Canadian and foreign branches; complaints - accounts, cheques, deposits, loans, mortgages; customer services; incorporations; interest and discount rates; international country risks; international exchange and funding; international returns; loans; signing officers; studies - accounting policies; supervision.

Finance

Fin-50

Chartered Bank Investments

Description: Material on the investments by banks in other enterprises in Canada and abroad. *Topics:* Canadian corporations - investments by banks; foreign corporations - bank investments.

Fin-60

Chartered Banks - Reports and Returns

Description: Financial or statistical returns filed by individual banks in compliance with reporting requirements. *Topics:* Assets and liabilities - foreign currency, geographical distribution booked in Canada, regional distribution; cash and secondary reserves; classification of loans; deposits in liabilities payable in Canadian currency; revenues and expenses; consolidations; forms and instructions, monthly, quarterly, semi-annually, annually.

Fin-70

Chartered Banks - Securities

Description: Material on the holdings by banks of the securities of other companies and the issue of securities by banks. *Topics:* Debentures and term preferred shares; securities issued by the banks - prospectuses.

Fin-80

Computer Communications

Description: Material on the areas of computer communications which are of interest to the Office. *Topics:* Banks in data processing; payments systems.

Fin-90

Foreign Banks

Description: Information on the activities of foreign banks in Canada and the ability of Canadian banks to establish abroad. *Topics:* Non-bank affiliates - exemption orders; reciprocity and supervisory practices - United States; representative offices.

Fiscal Policy and Economic Analysis Branch

In assisting the government to decide on and implement financial and economic policies and measures that will best accomplish its major economic and other objectives, the Branch analyzes and appraises the ongoing economic and financial situation and short and medium-term prospects in Canada, nationally, by province and by industrial sector, and the economic performance of other countries of interest to Canada; studies the fiscal position of the Government of Canada and recommends measures to meet its requirements within appropriate fiscal policies, through expenditure, lending, taxation, debt management and cash management; recommends debt management policies for agent Crown corporations; studies the fiscal position of provincial governments; and maintains liaison with the Bank of Canada in the areas of monetary policy and the foreign exchange market, as well as with the Office of the Inspector General of Banks and the Department of Insurance Canada concerning the regulation of financial institutions.

Fiscal Policy Division

The Division advises on fiscal policy and analyzes its effects on the economy; analyzes and forecasts the financial requirements of the Government of Canada (this includes responsibility for quantifying the fiscal forecast framework for the government's overall medium-term expenditure plan); and monitors and analyzes the developing fiscal positions of other levels of government. In addition, the Division reviews the form and content of the Public Accounts and other

regularly published statements for which the Minister of Finance has responsibility under the Financial Administration Act.

Classes of Records

Fin-100

Fiscal Forecasting and Budgetary Analysis

Description: Information on federal government expenditure planning, the forecasting of the government's fiscal position, the fiscal implications of the federal budget and the government's Main Estimates, drawn up in conjunction with the Treasury Board of Canada. *Topics:* Budgets; expenditures and estimates; fiscal forecasts; Revenues and Taxes.

Fin-110

Intergovernmental Forecasting

Description: Information on the ongoing fiscal situation and prospects of the provinces and their local governments. *Topics:* Federal transfers to provinces; fiscal forecasts; intergovernmental fiscal relations; provincial and local fiscal situation and outlook.

Fin-120

Policy Analysis

Description: Information on economic impact studies of potential fiscal measures and the preparation of policy recommendations. *Topics:* Fiscal policy; policy simulation; cyclically adjusted budget balances; international fiscal comparisons; econometric models; macroeconomic theory and policy.

Fin-130

Anti-Inflation Board

Description: Information on the operations of the Anti-Inflation Board from 1975 to 1979. It includes all files and material previously held by the Board, which was established under the Anti-Inflation Act. *Topics:* Chairman and Executive Office; communications; compensation - individual cases, audit files, projects, advertisements; economic research; prices and profits - individual cases, petroleum - policy introduction, professional incomes and regulated industries, resources and construction, technical information; professionals - individual cases - audit files, inquiries; minutes of board and agendas; records of decision. Special Access Notes: The AIB file classification is stored at Public Archives Records Centre.

Fin-140

National Commission on Inflation

Description: Information on the operations of the National Commission on Inflation set up in 1979. It includes all files and material previously held by the Commission. *Topics:* Complaints; consumer bulletins; inquiries; Food Price Index; monitoring.

Capital Markets Division

This Division is responsible for the management of the public debt and the ways in which the government's cash requirements can be met through borrowings; providing advice on Treasury Bills, marketable bonds and Canada Savings Bonds; advising on capital markets, including the mortgage markets, the chartered banks and other financial institutions. It also examines monetary policy developments and analyzes their implications for fiscal policy and the economic outlook; examines international financial developments and their implications for the Canadian exchange rate and foreign borrowing; and develops financial models of the exchange market, domestic financial markets, interest rates and balance of payments.

Classes of Records

Fin-150

Capital Markets

Description: General information on the federal government's involvement in capital markets. *Topics:* Capital markets; Interest Act; financial markets - equity markets; debt management; small loans.

Fin-160

Bonds and Securities

Description: Information on the development of policies on the issue and cancellation of government bonds and securities and the sale of Government of Canada Bonds and Treasury Bills. *Topics:* Bonds; cancellation of securities; Government of Canada Bonds; Perpetual Bonds 3% - 1936; securities deposit matters; treasury bills; wartime loans and bonds. *Retrievability:* Information on specific Government of Canada Bonds is filed by date of issue.

Fin-170

Canada Savings Bonds

Description: General information on the development of policies on the sale and redemption of Canada Savings Bonds and specific issues of Canada Savings Bonds. *Topics:* Advertising; series; legal matters and claims.

Fin-180

Financing Abroad

Description: Information on the borrowing of money in other countries by the federal, provincial and municipal governments and by Canadian corporations. *Topics:* Government financing in Japan, the United States, Germany, and Switzerland; Provincial, municipal and corporate direct and guaranteed financing bond issues - domestic and foreign.

Fin-190

Financial Institutions

Description: General information on Canadian financial institutions such as banks, investment companies, insurance companies, etc., the development of policies on these institutions and the revision of the Bank Act. *Topics:* Chartered banks; Bank Act; co-operative credit associations; insurance - companies, legislation; investment dealers; mortgage corporations; sales finance and consumer loan companies; trust and loan companies; pension funds.

Fin-200

Bank of Canada

Description: Information on the administration, policies and programs of the Bank of Canada. *Topics:* Currency; director and officer appointments; financial matters; returns to Minister of Finance.

Fin-210

Financial Developments

Description: General information on financial developments in Canada. *Topics:* Financial markets; personal sector; mortgage market; corporate sector; monetary policy.

Fin-220

International Financial Developments

Description: Information on the study of the past and present state of international financial markets with particular emphasis on American financial markets.

Long-Range and Structural Analysis Division

The Division is responsible for preparing macroeconomic projections for the economy over the medium to longer term, roughly five to twenty years. The projections assist the fiscal planning and resource allocation decisions of the government, assist the study of alternative paths of development, outline the policy dilemmas inherent in different medium-term growth paths, and help anticipate changes in institutions and behaviour and their effects on the economy. The Division also undertakes research at the aggregate and sectoral level to assist in the development of economic projections and policy initiatives.

Classes of Records

Fin-230

Long-Range and Structural Analysis

Description: General information on the work of the Division; forecasts and studies for the Department of Finance Canada. *Topics:* Budgets; national unity; provincial programs; equalization; medium-term projections - assumptions; productivity; investment and savings; inflation; wages; population; labour force; unemployment.

Fin-240

Energy

Description: Forecasts and studies on the effects of policies, programs and initiatives in the energy sector of the economy and material gathered during their preparation. *Topics:* Financing; assumptions; investments; strategies; prices - world and domestic; pipelines; supply and demand.

Fin-250

Economic Policies

Description: Forecasts and studies on the effects of Canadian and foreign economic policies, programs and initiatives on Canada's economy and background material. *Topics:* Economic developments; regional economic programs; economic commissions, committees, conferences and meetings; economic indicators, strategies; competition policy; sectors of the Canadian economy; monetary policy; anti-inflation policies.

Fin-260

Fiscal Policy

Description: Forecasts and studies on the effects of the federal government's fiscal policy and material gathered during their preparation. *Topics:* Decontrol; government spending; National Accounts; capital markets; fiscal framework; federal expenditures; revenue allocation.

Fin-270

International Affairs

Description: Forecasts and studies on the effects of Canadian and foreign initiatives in international trade and finance and material gathered during their preparation. *Topics:* Auto-Pact; balance of payments; imports and exports; Multilateral Trade Negotiations; commodity trade; foreign ownership; Organization for Economic Co-operation and Development (OECD); General Agreement on Tariffs and Trade (GATT); International Monetary Fund (IMF); senior economic advisers to the Economic Commission for Europe.

Fin-280

Social Policy

Description: Forecasts and studies on the effects of social policies, programs and initiatives in Canada and material gathered during

their preparation. *Topics:* Immigration; Health and Welfare Canada; income distribution; pensions; interprovincial migration.

Economic Analysis Division

The Division keeps the developing economic situation under review. It analyzes economic developments and prepares forecasts of production, employment, national income, consumption, capital spending, changes in the price level, the balance of payments and other major economic indicators. These analyses and forecasts are an essential ingredient of the view of policy for which the Branch is responsible. The Division also evaluates specific proposals and events often related to specific sectors or regions of the economy.

Classes of Records

Fin-290 Economic Analysis

Description: General information on analyses of past, present and future economic conditions in Canada. *Topics:* Associations, outside agencies; committees; budgets; conferences; private sector newsletters; fiscal and monetary policies; federal-provincial considerations; seminars.

Fin-300 Economic Forecasting

Description: Information on the forecasting of the short-term quarterly performance of the Canadian economy. *Topics:* Econometric models; private sector forecasts; National Accounts forecasts; personal expenditures; business investment; housing; foreign trade; labour market; prices; quarterly forecast model simulations and business cycles.

Fin-310 General Economic Conditions

Description: Information on the analyses of past and present economic conditions of the Canadian as well as the US economy to determine the causes for the various changes which have occurred. *Topics:* Consumer Price Index; general economic conditions; inflation; National Accounts; economic assessment and review; household, business, government and foreign sectors; labour market developments, prices and costs; productivity; consumer credit; United States economy.

Fin-320 Regional and Sectoral Analysis

Description: Information on studies and analyses of past, present and future developments in specific sectors of the national economy and in provinces or regions of Canada. *Topics:* Federal-provincial relations; Regional and Sectoral Analysis - provinces, regions, industries and sectors.

Economic Programs and Government Finance Branch

The Branch is responsible for encouraging the development of policies and programs for Canada's natural resources; providing advice on program and policy formulation in the areas of industrial, regional and economic development, transportation, communications, science policy, food, agriculture, fisheries and forestry; carrying on the financial operations of government; formulating policies on government loans, investments and guarantees; and recommending the budgets of Crown corporations for approval of the Governor in Council.

Energy and Resource Policy Division

The Division examines proposals made by other government departments on a variety of energy and resource policies, including nuclear and hydro-electric energy, renewable energy, oil and gas, minerals, northern development and environment, evaluates their economic and fiscal impact and makes recommendations to the Minister of Finance on the potential public benefits of these proposals.

Classes of Records

Fin-330 Electrical Power

Description: Information on the development of policies on hydro-electrical power, electricity trade and specific projects. *Topics:* Lower Churchill Development Corporation projects.

Fin-340 Nuclear Power

Description: General information on electrical power generated by nuclear means: includes the Atomic Energy Control Act and Board, the Atomic Energy Advisory Panel, liability in case of accidents, building of nuclear reactors in Canada, sale of nuclear reactors and heavy water plants to foreign countries, production and sale of heavy water in Canada and construction of plants to produce heavy water in Canada. *Topics:* Atomic Energy Advisory Panel; domestic programs - projects; liability; exports and safeguards; heavy water - projects.

Fin-350 Conservation and Renewable Energy

Description: Information on policy initiatives and programs in the field of renewable energy and conservation.

Fin-360 Environment

Description: General information on the environment, including conferences, committees, material originating with Environment Canada, and all forms of air, industrial and water pollution; designation of sites as historically important, including documents on specific sites and on Heritage Canada; designation and administration of national parks; water as a Canadian resource; international negotiations and agreements between Canada and the United States on water resources; flood prevention measures; ocean resource management; and specific projects, committees and studies dealing with water management in all regions of Canada. *Topics:* Environment Canada; pollution - air, industrial, water, international, national, regional, municipal; land use; historic sites; national parks; international water management; International Joint Commission; national - Canada Water Act, research; regional: Atlantic, central, northern, pacific, prairie.

Fin-370 Minerals

Description: General information on mining and the production and marketing of minerals, including reviews, associations, missions to other countries, federal and provincial legislation, specific minerals, the sale of gold to the Royal Canadian Mint and agreements on the sale of uranium to foreign countries. *Topics:* Legislation; commodities; coal subsidies; gold - Emergency Gold Mining Assistance Act, financial matters, marketing; uranium production and sales.

Fin-380 Northern Development

Description: General information on all aspects of development in the Northwest and Yukon Territories and the extreme northern parts of

provinces, including committees, native land claims, programs to Indians and Inuit and the establishment and maintenance of transportation systems. *Topics:* Advisory council, communications, Inuit and Indians, housing, land, scientific research; transportation: air, land, roads, railways, resource development, energy for Northerners.

Fin-390

Oil and Gas

Description: Information on oil and gas policy, including initiatives and legislation, federal-provincial negotiations, particular energy projects (e.g. tar sands plants, pipelines) and proceedings of intergovernmental and interdepartmental committees. *Topics:* National Energy Program; legislation - Energy Security Act, Oil and Gas Act, Petroleum Administration Act; National Energy Board Oil Export Charge approvals; financial performance of petroleum industry; Energy Program expenditures - energy envelope; Petroleum Incentives Program; Canada Oil Substitution Program; oil import compensation; federal-provincial energy relations, including Energy Agreements; oil and gas pricing; domestic oil and gas supply and demand; petrochemical industry; emergency planning; Petro-Canada; oil pipeline; gas pipeline; petroleum industry taxation; Canada-U.S. energy relations; offshore petroleum development; natural gas export policy; major investment projects in oil and gas.

Government Finance Division

The Division provides advice on policy formulation concerning loans, investments and guarantees by the government; recommends terms and conditions on government loans to Crown corporations and other borrowers and calculates interest rates designed to recover the government's cost of borrowing; carries out viability analyses of commercial projects recommended for loan guarantees and sets the terms and conditions under which the guarantee is to be extended; reviews and advises on capital budgets of Crown corporations and provides assistance to wholly-owned corporations proposing to raise funds for capital projects in the private markets; participates in legislative proposals for creating new Crown corporations and advises on required financial provisions; participates in the development of government policy on the direction, control and accountability of Crown corporations; and is involved in the review of the financial structures of the Crown corporations and special financial problems of wholly-owned corporations.

Classes of Records

Fin-400

Government Finance

Description: General information on the financial operations of the federal government, the management of the government's finances and the administration of certain funds for which the federal government is responsible. *Topics:* Public Accounts; receipt and deposit of public monies; signing authorities; Royal Commission on Banking and Finance; Special Purpose Money - Queen's Fellowship Fund, Inmate Trust Fund; trusts, estates and legacies; Supplementary Retirement Benefits Fund.

Fin-410

Canada Pension Plan Investment Fund

Description: Information on the administration of the fund set up to invest the money in the Canada Pension Plan, including monthly status reports and correspondence with provinces.

Fin-420

Crown Corporations and Agencies

Description: Information on the general administration, organization, programs, projects and financial management (budgets, estimates,

financing, etc.) of Crown corporations and agencies. *Topics:* Estimates; budgets; meetings; programs; administration.

Fin-430

Guaranteed Loans

Description: Information on programs under which the government guarantees the repayment of loans made to certain individuals, groups and companies. *Topics:* Canada Student Loans Plan; Farm Improvement Loans; Fisheries Improvement Loans; Indian Economic Development Fund; Small Business Loan Program; Veterans' Business and Professional Loans; Regional Development Incentive Act Program. Special Access Note: Files on specific individuals, groups or companies should be requested by name.

Economic Development Division

The Division provides advice on program and policy formulation of other departments in the areas of industrial development, regional development, transportation, communications, science policy, economic development, food, agriculture, fisheries and forestry.

The Division is also involved in interdepartmental policy reviews, consultations with the private sector, industry sector analysis and project and program evaluation, as well as the administration of existing programs through representation on interdepartmental or federal-provincial boards and committees.

Classes of Records

Fin-440

Economic Development

Description: General information on the development of sectors of the economy, including material on meetings of the Board of Economic Development Ministers. *Topics:* Board of Economic Development Ministers; Economic Councils - Economic Council of Canada; Tax Measures Review - reports, interim, final; computer communications - working groups; search and rescue; Cabinet Committee on Economic and Regional Development (CCERD).

Fin-450

Industrial Development

Description: General information on government programs set up to help in the development of the industrial sector of the economy and the impact and benefits of purchases of goods and services by the federal government. *Topics:* Committees, conferences and meetings; metric conversion; small businesses; technological innovation; government procurement - Long-Range Patrol Aircraft, sectors.

Fin-460

Industrial Development - Incentives Programs

Description: Information on specific incentives programs set up by the federal government to give financial or other assistance to private industries in order to encourage and facilitate their development. *Topics:* Development of pollution abatement technology; Enterprise Development Program - Adjustment Assistance, Board, Innovation Assistance; General Adjustment Assistance Program - board, projects; Program for the Advancement of Industrial Technology.

Fin-470

Industrial Development by Sector

Description: Information on the development of certain sectors of industry and the federal government's efforts in encouraging this development. *Topics:* Aerospace - Canadair, Challenger Aircraft, De Havilland Aircraft of Canada Limited, DHC-7, short take-off and

Finance

landing (STOL) aircraft; automotive; chemicals; electrical and electronics; foodstuffs; forest products - pulp and paper; petrochemicals; shipbuilding - committees and task forces; textiles; tourism.

Fin-480

Regional Development

Description: Information on the development of various sectors of the economies of Canada's regions, such as tourism, resources, industrial, etc., and specific programs such as the Agriculture and Rural Development Act and the Fund for Rural Economic Development. *Topics:* Incentives programs, Regional Development Incentives Act, Regional Development Incentives Board; General Development Agreements, Subsidiary Agreements. *Retrievability:* Information on sectors of the economies of specific regions or provinces is divided by sector, region and province.

Fin-490

Regulatory Policies

Description: Information on the development of regulatory policies. *Topics:* Competition; bankruptcies; copyrights; patents; trademarks.

Fin-500

Science

Description: Information on the development of policies on scientific activities in Canada and the federal government's programs for encouraging these activities. *Topics:* Committees; projects; Science Council of Canada.

Fin-510

Telecommunications

Description: Information on the development of policies on telecommunications, including radio and television, cablevision, licences, satellites and telephones. *Topics:* Radio and television; satellites; telephones.

Fin-520

Transportation

Description: Information on the development of policies on air, surface and marine transportation systems in Canada. *Topics:* Bridges; Canadian Transport Commission; civil aviation - airports, individual, Mirabel, committees; ferries; harbours and ports - commissions, construction, small craft harbours; highways and roads - Interdepartmental Highway Committee, safety, Trans-Canada Highway; Northumberland Strait Crossing; railways - companies, freight, passenger services; shipping - legislation, maritime code, Canadian Merchant Marine; urban transportation - assistance program.

Fin-530

Food Policy

Description: General information on the development of policy on the production, distribution and marketing of food in Canada.

Fin-540

Agriculture

Description: General information on the development of agricultural policies in Canada and the allocation of federal financial resources through certain programs. *Topics:* Conferences and information; race track betting; financial aspects; legislation; non-government organizations; resource allocation - Small Farms Development Program, Farm Credit Corporation, projects and programs.

Fin-550

Agriculture - Marketing

Description: Information on the development of policies on the programs and initiatives of the federal and provincial governments and of the private sector in the marketing of agricultural products. *Topics:* Agricultural Products Co-operative Marketing; boards - national, Livestock Feed Board of Canada, Canada Wheat Board; boards - provincial; commodities - Canada's food systems, fruits, grains, vegetables.

Fin-560

Agriculture Stabilization and Support

Description: Information on the development of policies on the federal and provincial government's efforts to stabilize the revenues of farmers and the production, cost of production and price of agricultural products. *Topics:* Agricultural Prices Support Board; Canadian Dairy Commission; commodities - dairy products, grain, livestock; Stabilization and Support Crop Insurance - provincial programs.

Fin-570

Fisheries

Description: Information on the development of policies on the fishing industry in Canada, including the development of the industry, the marketing in Canada and abroad of fish products, the stabilization of fishermen's revenues, production, cost of production and price of fish products and Canadian and international acts and legislation. *Topics:* Development and production - Newfoundland; legislation; marketing and trade; stabilization and support - saltfish industry, groundfish, vessels and equipment; Kirby Task Force; Pearce Commission.

Fin-580

Forestry

Description: Information on the development of policies on the management, research and development, and all other aspects of the forest industry in Canada. *Topics:* Insect control; national airliner fleet.

Corporate Finance Division

The Division evaluates various forms of government assistance from both the public and private sector perspectives. It analyzes the explicit and implicit fiscal commitments associated with programs advanced by other government departments to assist the private sector; participates in interdepartmental consultations to ensure the economic implications of welfare programs are recognized when they are designed; establishes a capability for the early identification of corporations in difficulty; participates, on behalf of the Department of Finance Canada, in the analysis of a selected number of individual corporate cases; maintains close liaison with the financial and business communities; hosts interdepartmental seminars on various financial topics; and develops corporate finance methodologies for application in case studies.

Classes of Records

Fin-590

Investment Advisors

Description: Information on liaison with the financial and business communities for corporate analysis purposes. *Topics:* Corporate rescue analysis; approaches to investment research; corporate early warning system; abnormal capital structures.

Fin-600

Companies

Description: Case studies of private and public sector projects. *Topics:*

Analyses of Assistance; monitoring systems; individual corporate appraisals; operating control guidelines.

Fin-610

Methodology

Description: Information on various approaches to analyze commercial and economic effects of government assistance to private sector. *Topics:* Contingent claims; Capital Asset Pricing Model; abnormal capital structures; domestic and international taxation; tax expenditures.

International Trade and Finance Branch

The Branch has primary responsibility within the Department for international trade, investment and economic co-operation; the Canadian Customs Tariff and other legislation governing imports; the international monetary system and Canada's balance of international payments, reserves and exchange rate; and international development assistance and export financing.

The Branch represents the Department in international finance and trade negotiations, in international organizations and in regional and sub-regional financial institutions.

International Economic Relations Division

The Division participates in the development of Canada's policies on international trade (including commodities), investment and economic co-operation. It provides advice on the effect of changes in the world trading environment on the Canadian economy and evaluates the trade implications of domestic economic policies and their impact on economic relations with other countries. It participates in the negotiation of bilateral and multilateral trade and economic arrangements with other countries and in trade and commercial policy work in international organizations. The Division is also responsible for legislation affecting countervailing and anti-dumping duties and safeguard measures, and it receives, reviews and makes recommendations on representations for changes in legislation governing imports.

Classes of Records

Fin-620

International Economic Relations

Description: General information on the conduct of international trade. *Topics:* Interdepartmental Committee on External Relations; international conferences, conventions and meetings; international fairs and exhibitions; bilateral trade and economic committees, conferences and meetings; industrial co-operation with Canada; economic sanctions; visits and tours; Ad Hoc Interdepartmental Committee on United States Economic Measures.

Fin-630

Foreign Ownership and Control in the Canadian Economy

Description: Information on the extent of foreign ownership and control in sectors of the Canadian economy and the development of policies in this area. *Topics:* Foreign ownership and control - industries; international policies.

Fin-640

International Organizations

Description: Information on the administration, operations and policies of international organizations dealing with international economic relations. *Topics:* United Nations Commission on International Trade Law; European Communities; Eurotom; European Free Trade

Area; European Coal and Steel Community; European Economic Community; common markets; free trade areas; Community of Three; North Atlantic Free Trade Area; Organization for Economic Co-operation and Development (OECD) - administrative matters, financial matters, Financial Support Fund, general policy matters, committees and agencies; North Atlantic Treaty Organization (NATO) - agreements, conferences and meetings, committees, defence expenditures, international competitive bidding, Group of Fourteen, financing, civil and military budgets, International Board of Auditors.

Fin-650

Agreements

Description: Information on the negotiations and the development of policies on international agreements between Canada and other countries and between other countries. *Topics:* Automotive Agreement; cultural, defence, space research, air, shipping and miscellaneous agreements with other countries; miscellaneous agreements between other countries.

Fin-660

General Agreement on Tariffs and Trade (GATT)

Description: Information on the development of policies, negotiations, decisions, reports, meetings, etc., on the General Agreement on Tariffs and Trade (GATT). *Topics:* Articles of Agreement; GATT and United Nations Conference on Trade and Development (UNCTAD) Centre; administration; committees and conferences; Kennedy Round; 1973 Round.

Fin-670

International Trade

Description: General information on the conduct of trade between Canada and other countries. *Topics:* Trade of other countries. *Topics:* Trade of other countries; trade reports on other countries; trade with other countries; trade with individual countries.

Fin-680

Canada-United States - Oil and Gas

Description: Information on the development of policies on the importation and exportation of oil and gas between Canada and the United States. *Topics:* Petroleum leasing; mandatory oil import; West Coast Environmental Protection Agreement; strategic oil storage; Pipeline Treaty.

Fin-690

Special Import Measures

Description: Information on the importation of goods at less than their market value, or which may cause serious injury to domestic procedures. *Topics:* International anti-dumping; international countervailing duties; Special Import Measures Act; emergency surtaxes; Canadian Anti-Dumping - Tribunal, commodities; Canadian countervailing duties; low-cost imports; quota consultations; commodities - textiles, by country.

Fin-700

Other Import Measures

Description: Other information on the importation of goods into Canada, including information on the preferential treatment accorded to some countries, specific commodities, customs tariffs and duties and the government agencies which administer these tariffs and duties. *Topics:* International Commodity Group; Canadian Customs; Canadian Customs Tariff; Tariff Board; Generalized System of Preferences - country files.

Finance

International Finance Division

The Division is responsible for international monetary and financial issues, Canada's relations with the International Monetary Fund, OECD matters, Canada's balance of payments, international reserves, the exchange rate and related matters.

Classes of Records

Fin-710

Balance of Payments

Description: Information on Canada's balance of payments. *Topics:* Reports; policies; capital flows, forecasts; United States.

Fin-720

Official International Reserves and Exchange Rate

Description: Information on official reserves, the external value of the Canadian dollar and associated policies. *Topics:* The Currency and Exchange Act; Official International Reserves; Exchange Fund Account; gold; Canadian dollar - reports; international financial and exchange markets.

Fin-730

International Monetary Fund

Description: Information on the administration, operation and policies of the International Monetary Fund and Canada's participation in it. *Topics:* Bretton Woods Institutions - annual meetings; policy; administration; directors; financial operations; facilities; gold, quotas; special drawing rights; interim committee; Group of Ten; international liquidity; publications and reports; relations with Canada and other countries.

Fin-740

International Energy Matters

Description: Information on the development of policies on international relations, projects and organizations dealing with energy. *Topics:* International Energy Conferences; International Energy Agency (IEA); Organization of Petroleum Exporting Countries (OPEC).

Fin-750

International Economic and Financial Relations

Description: General information on international economic and financial relations, including conferences and meetings. *Topics:* Financial relations with other countries; Canadian investments in other countries; foreign investment in Canada; economic summits; Bank for International Settlements; units of accounts.

Fin-760

Economic, Political and Statistical Reports

Description: Information on international economic and other activity and miscellaneous financial information. *Topics:* Japan; United Kingdom; United States; political reports; statistical information; other countries.

Fin-770

Computer Records

Description: Econometric models and data on Canada's international economic relations. *Topics:* Econometric models; international competitiveness; exchange rates, including indices of effective exchange rates; international reserves; balance of payments data; financial data, including interest rates.

International Programs Division

The Division has primary responsibility for monitoring Canada's economic relations with developing countries and for participating in policy discussions in this area. Accordingly, the Division concerns itself with broad development assistance issues and policies, Canada's financial and policy interests in international financial institutions such as the World Bank and regional development banks; and Canadian involvement in the United Nations and related organizations. It is also responsible for advice and policy recommendations on financial matters related to developing countries, including balance of payments support measures, external indebtedness and debt rescheduling and commodity financing.

In addition, the Division co-ordinates the formulation of departmental policy proposals on export financing, with particular reference to the activities of the Export Development Corporation (EDC), Canadian Commercial Corporation (CCC), credit grain sales and other programs of financial support to Canadian exporters.

Classes of Records

Fin-780

International Programs

Description: General information on programs and events in other countries. *Topics:* Allocation strategy - atomic energy programs, military and defence; Conference on International Economic Cooperation.

Fin-790

Canadian Development Assistance

Description: General information on the financial programs and other developmental assistance given to foreign countries by Canada and the federal government agencies that administer these programs. *Topics:* Bilateral and Multilateral allocations; Canadian International Development Agency (CIDA); Canadian International Development Board; committees; conferences and meetings; energy crisis and aid; financing; private sector; reviews.

Fin-800

Canadian Development Assistance Programs

Description: Information on the Canadian government's programs of developmental assistance to specific foreign countries. *Topics:* Africa - Commonwealth, francophone; Caribbean; export market development; Latin America; Middle East; South and Southeast Asia - Association of Southeast Asian Nations, India; South and Southeast Asia - Pakistan, projects.

Fin-810

British Commonwealth Relations

Description: Information on the administration, programs and policies of the British Commonwealth and its organizations and the Canadian government's position on these policies and programs. *Topics:* Commonwealth; Committees; developmental assistance; Commonwealth Fund for Technical Co-operation; meetings and conferences of officials; meetings - heads of government, ministers, finance, food production and rural development, trade and economic; Commonwealth organizations; Commonwealth Secretariat - administration, committees, education, education liaison, finance; Commonwealth Telecommunications Council - world development.

Fin-820

Export Development

Description: Information on the administration, policies and programs

of the Export Development Corporation, set up by the federal government to facilitate and develop trade between Canada and other countries. *Topics:* Export Development Corporation; board of directors; committee of directors; countries; financing - long-term export, projects; insurance and investment; Nuclear Power Projects Committee; postwar loans and guarantees - countries, China; practices of other export credit institutions.

Fin-830

International Financial Institutions

Description: General information on the administration, policies and programs of international financial institutions and the Canadian government's position on their policies and programs. *Topics:* International Centre for Settlement of Investment Disputes (ICSID); multi-lateral projects.

Fin-840

International Financial Institutions - Individual Institutions

Description: Information on the administration, policies and programs of individual institutions and the Canadian government's position on these policies and programs. *Topics:* African Development Bank (AFDB); African Development Fund (AFDF); Asian Development Bank (ASDB); Asian Development Fund (ASDF); Caribbean Development Bank (CDB); Inter-American Development Bank (IDB); International Bank for Reconstruction and Development (IBRD); International Development Association (IDA); International Finance Corporation (IFC).

Fin-850

International Organizations

Description: Information on the policies, programs and reports on the activities of international organizations and the Canadian government's position on their policies, programs and reports. *Topics:* Intelligence reports - Africa, Caribbean and Latin America, Eastern Europe and Union of Soviet Socialist Republics, Middle East, non-Communist Europe, Southern Asia, Southeast Asia; International satellite communications; organization of American States (OAS) - conferences and meetings.

Fin-860

Military Assistance

Description: Information on the development of policies on the provision of military assistance, including training and material, to foreign countries and the administration of programs to provide this assistance. *Topics:* Overseas sales of defence equipment; programs.

Fin-870

Multilateral Co-ordination of Aid and Financing

Description: Information on international programs and projects to furnish financial and other help to countries to develop their industries, resources, etc. *Topics:* Development assistance programs - Colombo Plan, intergovernmental groups, Mekong Committee, United States of America; Organization for Economic Co-operation and Development (OECD) - Development Assistance Committee (DAC), Development Centre, meetings, private flow, programs, working parties and groups, Export Credits and Credit Guarantees (ECCGs), documents.

Fin-880

United Nations

Description: Information on the administration, policies and programs of the United Nations and the Canadian government's position on these policies and programs. *Topics:* Economic Commissions - Europe, committees; United Nations General Assembly committees - ad hoc, economic and social, Fifth Administrative and Budgetary sessions; United Nations High Commissioner for Refugees

(UNHCR); International Economic Order; Law of the Sea and Ocean Dumping Convention; peacekeeping operations; programs; United Nations Secretariat; Security Council; specialized agencies; financial operations.

Fin-890

United Nations Agencies

Description: Information on the administration, policies and programs of the agencies of the United Nations and the Canadian government's position on these policies and programs. *Topics:* United Nations Conference on Trade and Development (UNCTAD) - administration, committees and conferences, financial operations; UNCTAD Trade and Development Board - Permanent Committee, sessions, transfer of technology; United Nations Development Programs (UNDP - administration, financial operations, Governing Council; Economic and Social Council (ECOSOC) - commissions; ECOSOC committees - Standing, Science and Technology; ECOSOC subsidiary bodies - Transnational Corporation; United Nations Educational, Scientific and Cultural Organization (UNESCO); United Nations Environmental Program (UNEP) - Governing Council; Food and Agricultural Organization (FAO): administration, committees, conferences and meetings, Council, financial operations, publications; United Nations Fund; United Nations Fund for Africans; United Nations Fund for Drug Abuse Control (UNFDAC); United Nations Fund for Population Activities (UNFPA); United Nations Industrial Development Organization (UNIDO) - administration, conferences and meetings, Industrial Development Board; Intergovernmental Maritime Consultative Organization (IMCO): administration, committees; International Atomic Energy Agency (IAEA) - administration, conferences and meetings, financial operations, nuclear power; United Nations International Children's Emergency Fund (UNICEF); International Civil Aviation Organization (ICAO); International Fund for Agricultural Development (IFAD); International Labour Organization (ILO) - administration, conferences, financial operations, governing body, programs; International Telecommunications Union (ITU); Pan-American Health Organization (PAHO); United Nations Relief and Works Administration (UNRWA); Universal Postal Union (UPU); World Food Program (WFP) - committees; World Health Organization (WHO) - administration, financial operations; World Health Assembly; World Meteorological Organization (WMO); World Meteorological Organization (WMO) - administration; World Tourism Organization (WTO) - transformation.

Tariffs Division

The Division investigates, conducts economic assessments and reports on proposals for amendments to the Customs Tariff and related matters such as customs valuation and surtax. It prepares references to the Tariff Board and reviews and makes recommendations on reports made by the Board. It participates in international trade negotiations. It reviews and makes recommendations on proposals affecting Canada's commitments under GATT, and related agreements to the extent they relate to the Tariff, its bilateral trading arrangements, the Generalized System of Preferences for developing countries and various customs conventions and agreements.

Classes of Records

Fin-900

Tariffs

Description: General information on the development of policies on customs tariffs and trade, including acts, legislation and agreements. *Topics:* Bilateral trade agreements; surtaxes, drawbacks; preferences for developing countries.

Finance

Fin-910

Budgets

Description: Information on the preparation of the tariff content of federal budgets, including reports on requested rate changes and the drafting of legislation.

Fin-920

Canadian Tariffs and Trade Committee

Description: Information on briefs presented to the Canadian Tariffs and Trade Committee by all interested Canadian groups and agenda and minutes of committee meetings.

Fin-930

General Agreement on Tariffs and Trade (GATT)

Description: Information on the preparation of detailed positions on tariff matters, customs valuation and to the conduct of negotiations on multilateral and bilateral trade issues under the General Agreement on Tariffs and Trade (GATT). *Topics:* Multilateral and Bilateral Trade Negotiations; renegotiations under Article XXVIII; consolidations of, rectifications and modifications to Schedule V.

Fin-940

Tariff Board

Description: Information on the review of recommendations made by the Board in its reports to Tariff Board proceedings and to briefs submitted by the private sector.

Fin-950

Tariff Items

Description: Information such as representations from industry for specific changes in rates of duty for individual tariff items or classes of items.

Federal-Provincial Relations and Social Policy Branch

The Branch is responsible for the policy on, and the administration of, several major federal-provincial programs under which transfer payments are made to provinces, for policy advice on social programs in the manpower, employment and more generally, for identifying and advising the Department on policies, programs and emerging problems in federal-provincial fiscal and economic relations.

Federal-Provincial Relations Division

The Division is responsible for the development of policy and legislation, and the administration of legislation, as well as negotiations with provinces on fiscal arrangements which include such programs as equalization, established programs financing and the tax collection agreements. Policy advice is also provided on joint occupancy of tax fields, revenue-sharing with other levels of government, conditional and unconditional transfers to provincial and municipal governments, fiscal harmonization and intergovernmental taxation.

Classes of Records

Fin-960

Federal-Provincial Relations

Description: General information on federal-provincial relations and topics not covered in specific classes of records. *Topics:* Royal Canadian Mounted Police; provincial revenue stabilization; official languages; Constitution of Canada - committees; intergovernmental

liaison for fiscal and economic matters; national unity; implementation of the Multicultural Policy; Subcommittee on Joint Programs.

Fin-970

Fiscal Arrangements

Description: Information on the negotiations leading up to fiscal arrangements for programs such as revenue guarantee, tax rental agreements, equalization, Established Program Financing and tax collection agreements between the federal and provincial governments; the fiscal arrangements and the tax collection agreements themselves; and the subsequent administrative duties. *Topics:* The 1947 Tax Rental Agreements; 1952 Tax Rental Agreements; 1957 Tax Sharing Agreements; 1962 Equalization and Tax Collection Agreements; revenue guarantees; 1967 Equalization and Tax Collection Agreements; 1972 Equalization and Tax Collection Agreements; 1977 Equalization and Tax Collection Agreements; 1982 Equalization and Tax Collection Agreements.

Fin-980

Equalization

Description: Information on the development and implementation of formulae for the equalization of provincial revenues. *Topics:* Formulae (1967-72); Formulae (1972-77); Formulae (1977-82); Atlantic Provinces Adjustment Grants.

Fin-990

Established Programs

Description: Information on certain aspects of Established Programs such as Quebec Youth Allowances, Contracting-out and others. Information on the main components of this program, namely Medical, Hospital Insurance and Post-Secondary Education, is to be found under other classes. *Topics:* Quebec; financing.

Fin-1000

Education

Description: Information on federal-provincial shared-cost programs for post-secondary education. *Topics:* Post-secondary - associations, financial assistance and grants, fiscal transfers, studies; student aid.

Fin-1010

Conditional Grants and Shared-Cost Programs

Description: Information on conditional grants and programs where the cost is shared by the federal and provincial governments, such as those provided under health financing agreements.

Fin-1020

Unconditional Grants and Transfers

Description: Information on grants and transfers of funds without conditions from the federal to the provincial governments. *Topics:* Confederation Debt Payments; Public Utilities Income Tax Transfer Act (PUITTA).

Fin-1030

Conferences, Committees and Meetings

Description: Information, such as agendas, briefing material, background papers, summary notes of discussions, statements, etc., on conferences, committees and meetings pertaining to federal-provincial relations. *Topics:* Continuing Committee on Fiscal and Economic Matters; Continuing Committee Subcommittees - Economic and Financial Data, Income Tax Allocation Formula, Intergovernmental Taxation, Equalization, Fiscal Arrangements; First Ministers; Health; interprovincial; ministers of finance and provincial treasurers; welfare.

Fin-1040

Expenditure Reductions - 1978

Description: Information on the federal government's 1978 program to modify its contribution to certain shared-cost programs.

Fin-1050

Federal-Municipal Relations

Description: Information on relations between the federal government and municipal authorities. *Topics:* Grants in lieu of real estate taxes; National Capital Region; Municipal Development and Loan Board; Municipal Improvement Assistance.

Fin-1060

Halifax Relief Commission

Description: Information on the commission set up to administer the funds set aside for the victims of the 1917 explosion in Halifax.

Fin-1070

Northwest and Yukon Territories Financial Matters

Description: Information on financial negotiations and agreements between the federal government and the territorial authorities on financial and taxation matters.

Fin-1080

Offshore Mineral Rights

Description: Information on the question of ownership of minerals under the ocean, including Canada Oil and Gas Permits, continental shelf boundary and the sharing of revenues.

Fin-1090

Miscellaneous Provincial Matters

Description: General information on programs and activities, not involving the federal government, within each province such as provincial budgets and estimates and legislation.

Fin-1100

Regional Allocation

Description: Information on the allocation of funds for certain projects in various regions of Canada, including proposals for federal-municipal equalization and contributions under such programs as the Community Services Contributions Program. *Topics:* Public finance.

Fin-1110

Succession Duties and Gift Tax

Description: Information on the estate and gift taxes collected by the federal government on behalf of the provincial governments and the federal-provincial agreements on this subject prior to 1972.

Fin-1120

Taxation

Description: Information on federal-provincial taxation issues, including mechanisms by which the federal government pays its portion of provincial taxes. *Topics:* Corporation Income Tax; oil and gas; sales tax.

Fin-1130

Intergovernmental Taxation

Description: Information on the taxation of one government by another and the payments of grants in lieu of taxes. *Topics:* Reciprocal taxation by the provinces; conferences, committees and meetings; motor vehicle taxes.

Social Policy Division

The Division is responsible for advice on policy and program development in the fields of income security, employment and socio-economic development, including income maintenance, pension policy, health, education and training, housing, native peoples and culture. The Division is the main point of contact within the Department with other federal departments and agencies responsible for these policies, and provides general advice on the social, economic and fiscal implications of such policies. In addition, the Division monitors federal expenditure on social programs and undertakes policy research.

Classes of Records

Fin-1140

Manpower Policy

Description: General information on the development of policy in the area of manpower programs.

Fin-1150

Employment and Unemployment

Description: Information on the development of policy on employment and unemployment and programs pertaining to these two areas. *Topics:* Federal-Provincial Employment Loans Program; Local Initiatives Program (LIP); Special Development Loan Fund; winter programs; Winter Capital Projects Fund; Employment Tax Credit.

Fin-1160

Labour

Description: Information on the development of policy on labour standards, the labour force and labour-management relations. *Topic:* Transportation strikes.

Fin-1170

Occupational Training

Description: Information on the programs set up for the training of workers. *Topics:* Adult occupational training; technical and vocational training.

Fin-1180

Wage Standards

Description: Information on wages in the private and public sectors on topics such as fair wages, minimum wages and wages of members of Parliament.

Fin-1190

Social Development Programs and Policies

Description: General information on the development of social policies, committees and meetings on the subject, envelope expenditures and programs not covered under specific classes.

Fin-1200

Tax Transfer Integration Tax Force

Description: Information on a task force set up in 1976 to examine the feasibility of integrating existing federal government transfer payments to individuals into the tax system. The task force submitted its report in 1978.

Fin-1210

Health

Description: Information on the development of policies on health programs. *Topics:* Drugs; sports.

Finance

Fin-1220 Immigration

Description: Information on the development of policies on immigration and refugees.

Fin-1230 Native Peoples

Description: Information on the development of financial policies dealing with native peoples.

Fin-1240 Liaison with Other Federal Departments

Description: Information on the development of policies and legislation that are the responsibility of other federal departments. *Topics:* Department of Justice Canada - legislation; Secretary of State; Solicitor General Canada.

Fin-1250 Urban Affairs

Description: Information on the development of policies on urban affairs, including housing, federal land management, and the federal urban domain.

Fin-1260 Welfare

Description: Information on the development of policies and the administration of programs pertaining to welfare, social security and veterans' affairs.

Fin-1270 Women

Description: General information on the development of policies on women and specific information on women's groups and the Royal Commission on the Status of Women.

Fin-1280 Pensions

Description: Information on the development of pension policies. *Topics:* Members of Parliament pensions; pension reform; public service pension plans; Canada Pension Plan financing - survivors, disability, retirement; Pension Benefit Standards Act.

Fin-1290 Northern Development

Description: Information on the development of social policies in the North.

Fin-1300 Culture

Description: Information on the development of cultural policies.

Fin-1310 Income Security

Description: Information on the retirement and family benefits systems. *Topics:* Retirement Benefit System - Old Age Security, the Guaranteed Income Supplement and Spouses Allowance; Child Benefit System - Family Allowance, Child Tax Credit and Child Tax Exemption.

Fin-1320 Unemployment Insurance

Description: Information on the development of unemployment insurance policies.

Fin-1330 Expenditure Management

Description: Information on federal expenditures on social programs.

Tax Policy and Legislation Branch

The Branch undertakes analysis of, makes recommendations on tax policy, and is responsible for maintaining a tax system that raises revenues and targets incentives to meet the government's goals.

The Branch is divided into the Tax Analysis and Commodity Tax and the Tax Policy-Legislation Divisions. They are both responsible for assessing tax policy implications, but from different perspectives. Many of the files contain material from both divisions and are therefore listed collectively below.

The Branch is not responsible for the actual collection of taxes or the interpretation of tax law.

Tax Policy-Legislation Division

This Division provides advice and recommendations for changes in federal tax legislation other than sales and excise tax law, with particular emphasis on the commercial and legal implications of proposed changes, and analyzes proposals for tax changes submitted by all sources.

This Division is also responsible for preparing tax legislation other than sales and excise tax law, and aiding the Minister in guiding its passage through Parliament.

Tax Analysis and Commodity Tax Division

The responsibilities of the Division include economic and quantitative analyses of federal tax policies in the areas of personal income tax, corporate income tax, international tax, sales and excise taxes and policies of all other levels of government that have an impact on the tax system.

The Division is also responsible for preparing sales and excise tax legislation and aiding the Minister in its passage through Parliament.

Classes of Records

Fin-1340 Tax Policy

Description: General information on the tax policy and legislation, including reports from Revenue Canada Taxation, statistics, Royal Commission reports and studies on the subject of taxation; also information on indexing rates of taxation. *Topics:* Royal Commission on Taxation - briefs and submissions, reports and studies; White Paper on Tax Reform - studies; tax expenditures; personal income tax indexing; inflation indexing; Tax-Based Incomes Policy.

Fin-1350 Budgets

Description: Information on the preparation and tabling of the federal government's budget. *Topics:* Bills; Black Books; Minister's briefing notes, complaints and inquiries. *Retrievability:* Specific years should be requested by date and calendar year.

Fin-1360 Income Tax

Description: General information on the Federal Income Tax Act,

including material dealing with the development of policies, briefs and submissions from companies, groups and associations, and proposals from the public. *Topics:* Assessments, payments and returns; briefs and submissions; capital gains and losses; charities - Review of 1976; deferred and other income arrangements; Excess Profits Tax; office or employment; partnerships; pensions and retirement plans; political contributions; resources - forestry, oil and gas; trusts - estates and gifts.

Fin-1370

Income Tax on Business and Property

Description: Information on the federal income tax on business and property, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Deductions; land and real estate; special cases.

Fin-1380

Capital Cost Allowances

Description: Information on the capital cost allowances in the federal income tax system, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Equipment - transportation and construction; resources; Review of 1976.

Fin-1390

Taxes on Corporations and Shareholders

Description: Information on the federal income tax on corporations and shareholders, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Deductions; investment income; reorganizations; securities; special rules.

Fin-1400

Non-Resident Taxes

Description: Information on the federal income tax on persons, businesses and corporations that are not residents of Canada, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Business and corporations; personal; withholding tax.

Fin-1410

Personal Income Tax

Description: Information on federal personal income taxes, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Deductions; education; exemptions; income maintenance; special groups.

Fin-1420

International Taxation

Description: Information on all aspects of international taxation such as tax agreements with other countries and international organizations, taxation matters within other countries, privileges and immunities. *Topics:* Canadian tax agreements with other countries; Canadian tax agreements with the United Kingdom, the United States; international organizations; privileges and immunities within other countries and within the United States; Canada-U.S. comparisons.

Fin-1430

Remissions of Taxes

Description: Information on the remission of estate taxes, corporation income taxes, personal income taxes and all other forms of federal taxes, except sales and excise taxes.

Fin-1440

Commodity Taxes

Description: Information on advice and recommendations for changes, the development of detailed policy proposals and the drafting of amendments to legislation in the area of federal excise and sales taxes as they apply to goods manufactured or produced in Canada or imported into Canada, including proposals from the public or other government departments or agencies. *Topics:* Budgets; Commodity Tax Review Group Submissions; compliance and collection; Excise Act and Excise Tax Act; federal-provincial considerations; international considerations; liability for tax; licensing and registration; studies; valuation of goods.

Fin-1450

Federal Sales Tax

Description: Information on the federal sales tax charged on goods and services. *Topics:* Base Federal Sales Tax; clothing and footwear; construction materials and equipment for buildings; coverings and containers; educational, technical, cultural, religious and literary items; energy conservation products; farm and forest products; food-stuffs; fuels and electricity; gasoline and diesel fuel; goods affected by metric conversion; goods enumerated in customs tariff items; goods manufactured in institutions; health goods; marine and fisheries; municipalities; purchases by manufacturers; sports equipment; transportation and construction equipment.

Fin-1460

Refunds, Credits, Drawbacks and Remissions

Description: Information on the refund and remittance of overpayments of federal excise and sales taxes. *Topic:* Transportation and construction equipment.

Fin-1470

Special Excise Tax

Description: Information on the excise taxes charged on imported goods. *Topics:* Air transportation; alcohol and tobacco products; energy; Oil Export Tax.

Anti-Dumping Tribunal

The Anti-dumping Tribunal Canada derives its authority from the Anti-dumping Act and subsequent amendments to it. Its responsibilities are not limited to anti-dumping matters: in a general sense, its mandate is to determine whether the effect of imports, dumped or otherwise, is harmful to Canadian production. The Tribunal conducts inquiries as a quasi-judicial court of record, in accordance with Section 16 of the Act, to determine the impact of dumped imports on the production in Canada of like goods. A finding by the Tribunal that such imports are the cause of material injury results in the imposition of anti-dumping duties by Revenue Canada Customs and Excise.

Classes of Records

AT-10

Case Files

Description: Marketing and financial information from Canadian manufacturers and importers.

AT-20

Legislative Files

Description: Information on international legislation and agreements, such as the GATT Agreement; U.S. Anti-dumping Laws; and European Anti-dumping Laws.

Background

The Department of Fisheries and Oceans of Canada is responsible for a wide range of activities which include fisheries management and research in coastal and inland waters; fisheries economic development and marketing; international fisheries negotiations; oceanographic research; hydrographic surveying and charting; and the development and administration of fishing and recreational harbours.

The main legislative base for the Department is the Department of Fisheries and Oceans Act, which established the Department in April 1979; and the Fisheries Act, which was enacted in 1867 in accordance with the responsibility for "seacoast and inland fisheries" placed on the federal government by Section 91(12) of the British North America Act. The Minister of Fisheries and Oceans is responsible to Parliament for administration of the laws relevant to Canada's fisheries.

The objectives of the Department of Fisheries and Oceans are to assure:

- the comprehensive husbandry and management of Canada's fisheries resources through the protection, rehabilitation and enhancement of individual fish stocks and the aquatic habitat upon which these resources depend;
- the "best use" of fisheries resources, through a variety of measures affecting when, where, how and by whom these resources are harvested, processed and marketed to obtain highest possible social and economic benefits;
- hydrographic surveying of Canada's coastal and inland waters for the production of nautical charts and other information necessary for safe navigation;
- the acquisition of knowledge of oceanic processes and environments so as to support activities related to defence, marine transportation, the exploitation of offshore energy resources and the management of the fishery resource and its aquatic habitat;
- the provision of a national ocean information service; and
- the provision and administration of a national system of harbours in support of commercial fishing vessels and recreational boating.

Laws and Regulations

- The Fisheries Act
- Department of Fisheries and Oceans Act
- Fisheries Development Act
- Fisheries Prices Support Act
- Fisheries Improvement Loans Act
- Freshwater Fish Marketing Act
- Canadian Saltfish Act
- Fish Inspection Act
- Coastal Fisheries Protection Act
- Great Lakes Fisheries Convention Act
- Pacific Salmon Fisheries Convention Act

- North Pacific Fisheries Convention Act
- Northern Pacific Halibut Fisheries Convention Act
- Northwest Atlantic Fisheries Convention Act
- Pacific Fur Seals Convention Act
- Fishing and Recreational Harbours Act
- Fisheries and Oceans Research Advisory Council

Overall Responsibilities

The federal government, under the BNA Act, has exclusive legislative jurisdiction over Canada's fisheries in coastal and inland waters, but some provinces have been delegated certain administrative responsibilities in varying degrees. Thus, the Department of Fisheries and Oceans is fully responsible for the management of all fisheries, both marine and freshwater, in four east coast provinces, Nova Scotia, New Brunswick, Newfoundland and Prince Edward Island, and in the Northwest and Yukon Territories. In four inland provinces, Ontario, Manitoba, Saskatchewan and Alberta, the management of all fisheries is a provincial responsibility. In Quebec, the provincial government manages freshwater fisheries and certain marine fisheries, although the inspection of fish and fishery products for trade outside the province is undertaken by the federal government. The federal department has similar fish inspection responsibilities in all areas of Canada. In British Columbia, the fisheries for marine and anadromous species (i.e., fish that migrate from freshwater to sea) are managed by the federal department, but the provincial government manages freshwater fisheries.

Organization

Fisheries and Oceans is composed of four main organizational components: Atlantic Fisheries, Pacific and Freshwater Fisheries, Fisheries Economic Development and Marketing, and Ocean Science and Surveys.

The Department is headed by a Deputy Minister and composed of two major operating elements: Fisheries Management, with three main divisions, each headed by an Assistant Deputy Minister; and Ocean Science and Surveys, also headed by an Assistant Deputy Minister. There are, in addition, several other administrative or special units which report directly to the Deputy Minister, namely, Small Craft Harbours, Legal Services, Management Services, Personnel, Evaluation and Audit, Communications and the Comptroller.

The Fisheries component of the Department has regional offices in St. John's, Halifax, Moncton, Burlington, Winnipeg and Vancouver, each headed by a Director General. Ocean Science and Surveys administers regional offices in Dartmouth, Burlington and Victoria, also headed by Directors General and in Quebec City, administered by a Director. A total of 1,200 facilities are managed by the Department, the major facilities being inspection laboratories and biological research stations.

There are two agencies included in the schedule of the Access to Information which report to Parliament through the Minister of Fisheries and Oceans. They are the Canadian Saltfish Corporation and the Freshwater Fish Marketing Corporation.

Fisheries Management

The Fisheries management programs of the Department are aimed at ensuring maximum economic and social benefit to Canada from the use of fisheries and other aquatic living resources of coastal and inland

Fisheries and Oceans

waters. Other programs are directed at conserving these resources and maintaining the aquatic environment in a healthy, productive state.

An important responsibility is the surveillance and management of fisheries within 200-mile exclusive fisheries zones established since 1977 on both east and west coasts, and the associated research and stock assessments needed for rational decisions on sharing access to the fisheries resource among Canadian and foreign fishing fleets.

Specific programs are carried on in all regions of Canada to ensure the conservation and protection of fisheries resources and, within the limits of resources available, their development and expansion; the upgrading of quality of fish and fishery products and assistance to fishermen and industry in the development of new products and of more effective harvesting, production and marketing techniques.

Programs of fisheries and aquatic research directly supporting national and international fisheries activities are conducted from centres located in key coastal and inland areas. These include the Northwest Atlantic Fisheries Centre, St. John's, Nfld; the Bedford Institute of Oceanography, Dartmouth, N.S.; the St. Andrews Biological Station, St. Andrews, N.B.; the Arctic Biological Station, Ste. Anne de Bellevue, Que.; the Canada Centre for Inland Waters, Burlington, Ont.; the Freshwater Institute, Winnipeg, Man.; the Pacific Environment Institute, West Vancouver, B.C. and the Pacific Biological Station, Nanaimo, B.C.; the Institute of Ocean Sciences, Sidney, B.C.; as well as research units in Halifax, N.S., Quebec, Que. and Vancouver, B.C.

The scope of fisheries and aquatic research is extremely varied, covering studies in biology, ecology, population dynamics, distribution and migrations of fish, marine mammals and shellfish and the forecasting of fish stock abundance. Studies are also directed towards the quality control of fish catches and fishery products, the development and application of aquaculture techniques in salt and fresh water, the study of relationships among species, and the calculation of sustainable yields of fish and marine mammal stocks harvested in the commercial and recreational fisheries. In addition, specialists carry out social and economic analyses to assist in policy formulation for all significant aspects of fisheries use, potential and management.

Economic Development and Marketing

Support is given in various ways by the Department of Fisheries and Oceans to strengthen the fishing industry's capabilities to market and promote the sale of fish products and obtain the most favourable prices. In addition, long-range and strategic planning is carried out, aimed at the orderly economic development of the industry. This also involves the collection, analysis and distribution of data and information relating to fish catches, production and trade.

Various financial assistance programs are available to commercial fishermen, including the Fishing Vessel Assistance Program and the Fishing Vessel Insurance Plan. The department also administers loans under the Fisheries Improvement Loans Act.

Working closely with the Department of External Affairs, staff of Fisheries and Oceans are actively involved in negotiating agreements or treaties with foreign countries concerning fishing rights or trade arrangements. At the present time Canada participates in 11 international fisheries commissions and is involved in 10 other international agreements concerned with the management of Canadian fisheries under international regulation or the protection of the marine environment.

Departmental staff have played a key role in the development and negotiation of Canada's position in the United Nations' Law of the Sea Conference, and also provide departmental input into Canadian fisheries and marine overseas aid programs administered through such

organizations as the Canadian International Development Agency and the Food and Agriculture Organization of the United Nations.

Ocean Science and Surveys

Under the broad heading of Ocean Science and Surveys is grouped an extensive range of programs contributing to the management and development of renewable and non-renewable ocean resources and to the understanding of ecological processes within the aquatic and marine environment, as well as the precautions and remedies required to restore and protect that environment and the resources associated with it.

Field programs are conducted from the Bedford Institute of Oceanography in Dartmouth, N.S.; the Institute of Ocean Sciences at Patricia Bay, B.C., the Canada Centre for Inland Waters, Burlington, Ontario and the Gare Maritime, Quebec City.

In addition to physical, chemical and biological oceanographic research, activities include the operation of a Marine Environmental Data Service which collects and distributes oceanographic and wave climate information, tide and water level measurements and other related data.

Staff are involved in ecological and environmental studies related to the marine and aquatic environment which are directed primarily toward the control of pollution and the determination of safety margins of contaminants as they affect aquatic life. They also respond to the constant demand for aquatic resource inventories and environmental impact assessments, particularly in relation to projects having potential effects on aquatic life in the ecologically delicate Arctic and in sheltered coastal waters such as the Gulf of St. Lawrence and the Strait of Georgia.

A major responsibility of Ocean Science and Surveys is the planning and implementation of a national program of hydrographic surveying and chartering of navigable coastal and inland waters. The hydrographic unit (Canadian Hydrographic Service) traces its history to 1883, when the Canadian government started a survey of Georgian Bay. In addition to producing navigation charts for coastal and inland waters, their work includes production of special charts and maps for pleasure craft, the fishing industry, national defence and offshore exploration. Publications related to navigation, such as Tides and Current Tables and Sailing Directions, are also produced.

Small Craft Harbours

The Small Craft Harbours Directorate develops, maintains and administers fishing and recreational harbours and marine facilities at approximately 2,300 locations across Canada. Regional directors are located in offices at Vancouver, Winnipeg, Burlington, Quebec, Halifax and St. John's. Each region includes staff with engineering expertise, along with administration, financial and property services; harbour managers are employed at some of the busier harbours. A close liaison exists with the Department of Public Works which provides design, construction, maintenance and property services. Continuing liaison is also maintained with other branches of the department to ensure that harbour developments and programs are in harmony with present and future needs of the fisheries.

Small Craft Harbour activities also reflect the rapid growth of recreational boating in recent years that has led to acute harbour congestion in many parts of Canada, particularly in Ontario and British Columbia. Assistance in dredging and the construction of breakwaters, wharves, launching ramps and other harbour facilities is provided through marina policy assistance and tourist wharf programs.

Ship Operations

Fisheries and Oceans

To carry out its varied responsibilities in the areas of fisheries protection, marine and oceanographic research and hydrographic surveys, the department operates more than 600 vessels. Fisheries surveillance and protection vessels, totalling about 100, vary from 61.5 metres to small launches that patrol inshore marine waters and inland lakes and rivers.

Fisheries research vessels operate in coastal and inland waters, as do oceanographic research and hydrographic survey vessels.

Fisheries and Oceans vessels also play a major role in the federal government's search and rescue operations and have been credited with numerous life-saving acts at sea and in inland areas.

The Department has a staff complement exceeding 5,000 and an annual operating budget of approximately \$350 million.

Major Sources of Information

General Information

Informal requests for information shall continue to be handled by the Communications offices at Headquarters and in the Regions. Information available at these locations include press releases, speeches, brochures and pamphlets, etc. Requests should be directed to:

Communications Branch
Department of Fisheries and Oceans
240 Sparks Street
Ottawa, Ontario
K1A 0E6

Informal requests may also be addressed to the Communications offices at our regional offices in St. John's, Halifax, Dartmouth, Moncton, Quebec City, Burlington, Winnipeg, Vancouver and Victoria (see below for addresses).

Libraries

The Libraries of the Department are the main depository for publications, reports and studies pertinent to the management of the fisheries and oceans of Canada. The libraries will become an "off the street" information resource centre where Access forms would be available and assistance given to ascertain if information requested is already available in the public domain and not requiring Access procedures. Every effort will be made to encourage the informal access to information to eliminate unnecessary paperwork and in some instances financial implications.

The addresses of departmental regional libraries are listed below.

Library
Institute of Ocean Sciences
Box 6000
Sidney, B.C.
V8L 4B2

Pacific Biological Station
Library
Nanaimo, B.C.
V9R 5K6

West Vancouver Laboratory
Library
Department of Fisheries and Oceans
4160 Marine Drive
West Vancouver, B.C.
V6E 2P1

Fisheries Management Regional Library
Department of Fisheries and Oceans
1090 West Pender
Vancouver, B.C.
V6E 2P1

Freshwater Institute Library
501 University Crescent
Winnipeg, Manitoba
R3T 2N6

Department of Fisheries and Oceans
Biological Station Library
St. Andrews, N.B.
E0G 2X0

Library
Department of Fisheries and Oceans
Atlantic Fisheries, Gulf Region
P.O. Box 5030
Moncton, New Brunswick
E1C 9B6

Regional Library
Northwest Atlantic Fisheries Centre
Department of Fisheries and Oceans
P.O. Box 5667
St. John's, Newfoundland
A1C 5X1

Scotia-Fundy Regional Library
P.O. Box 550
Halifax, Nova Scotia
B3J 2S7

Library
Bedford Institute of Oceanography
P.O. Box 1006
Dartmouth, N.S.
B2Y 4A2

Library Services
Department of Fisheries and Oceans
240 Sparks Street
Ottawa, Ontario
K1A 0E6

Library
Canada Centre for Inland Waters
867 Lakeshore Road
Box 5050
Burlington, Ontario
L7R 4A6

Bibliothèque
Ministère des Pêches et des Océans
C.P. 15500
Québec, P.Q.
G1K 7Y7

Library
Arctic Biological Station
Department of Fisheries and Oceans
555 St. Pierre
Ste-Anne-de-Bellevue, P.Q.
H9X 3R4

Fisheries and Oceans

Access Procedures

All formal requests for information under the Access to Information Act should be made in writing on the Access forms available at departmental libraries and other government offices and sent to

Access to Information Co-ordinator
Department of Fisheries and Oceans
240 Sparks Street
Ottawa, Ontario
K2A 0E6

All Access inquiries should identify clearly the class of record requested and any additional information to assist in locating the information within the departmental records.

Atlantic Fisheries Service

This Service is responsible for the planning, direction and co-ordination of field operations relating to fisheries management in Newfoundland, Nova Scotia, New Brunswick, Prince Edward Island and Quebec. It is also responsible for the development and implementation of commercial and recreational fisheries policies and programs in those areas. The work involves resource allocations, the implementation of development programs, the fulfillment of foreign arrangements and the conservation, protection and enhancement of fishery resources and fish habitat on the Atlantic coast. The Service has national responsibility for fisheries research, and for the inspection of fish and fish products in order to ensure high standards of quality and safety. The Service also assists fishermen, as well as the fish processing and distribution industries, to promote more effective harvesting and production, and also by means of financial and technical support.

Atlantic Operations Directorate

This Directorate is responsible for providing advice and support to the Assistant Deputy Minister (Atlantic Fisheries) on issues related to fisheries management in the various regions of the Atlantic coast. This involves co-ordinating policies and programs on a national basis and working with the regions towards the surveillance and management of the 200-mile exclusive fisheries zones. Specifically, these programs include research and stock assessments, the design and administration of a licensing system and resource allocation, and the co-ordination of conservation programs. The Directorate also works towards quality improvement and the provision of assistance to fishermen and processors in the development of new methods of harvesting and processing.

Atlantic Regional Offices

There are three regional offices on the East Coast, which are responsible for day-to-day fisheries management and operations. This includes implementing decisions dealing with management and conservation, enforcement of fisheries regulations, including the operation of a major ocean patrol fleet, industrial development and fish inspection, marketing and promotion. Biological and technical research on fish and other aquatic fauna is carried out, and statistics related to fisheries operations are collected on an on-going basis. Administration of the fishing vessel insurance and vessel construction subsidy programs is handled within the regions, as is the management of federally-funded small-craft harbours programs. The regional offices also undertake the inspection of fish processing and handling facilities for fish entering inter-provincial or export trade, and for imported fish products. Although the federal government has exclusive jurisdiction over both coastal and inland fisheries, some provinces have accepted

to varying degrees the administrative responsibility for their fisheries. Freshwater fisheries in Quebec, for example, and some marine fisheries are the responsibility of the province. However, the federal regional office undertakes the inspection of fish and fish products and the setting of long-term policies.

Scotia-Fundy Region — Halifax

This regional office is responsible for the direct day-to-day management of both marine and freshwater fisheries as outlined above, in Nova Scotia and parts of New Brunswick.

Newfoundland Region — St. John's

This regional office is responsible for the direct day-to-day management of both marine and freshwater fisheries, as outlined above, for the province of Newfoundland. The region also administers a Bait Program through which it supplies bait to Newfoundland fishermen from 16 key bait depots and 25 small holding units.

Gulf Region — Moncton

This recently formed regional office is responsible for the direct day-to-day management of both marine and freshwater fisheries, as outlined above, for all areas bordering on the Gulf of St. Lawrence, including all of Prince Edward Island and Quebec and parts of New Brunswick, Nova Scotia and Newfoundland.

Resources Services Directorate

This Directorate has national responsibility for providing advice and support to the Assistant Deputy Minister (Atlantic Fisheries), on issues related to national fisheries research programs. It includes divisions concerned with the study of the resource itself, as well as fish health research and nutritional and biological studies in the realm of aquaculture. It sponsors resource assessment and biological research of wild stocks of anadromous, catadromous and freshwater fish, as well as groundfish, invertebrates, pelagic fish, marine mammals and marine plants.

Manuals

- Departmental Fish Inspection Manual
- Laboratory Manual for Chemistry
- Laboratory Manual for Bacteriology
- Inspection Officers' Procedure Manual
- Fishing Vessel Insurance Plan Operations Manual

Scotia-Fundy Region

- Observers' Field Manual Domestic/Foreign Fishing Vessels
- Fisheries Officers Enforcement Policy Manual

Newfoundland Region

- Officers Manual for Interpretation and Enforcement of the Fisheries Acts and Regulations
- Foreign Observer Program Operations Manual
- Observer Program Training Manual

Classes of Records

F&O-10

Fisheries Development

Description: Information on services and developmental programs for fishermen and the fishing industry. *Topics:* Gear development; vessel development; exploratory fishing; processing improvement; quality improvement infrastructure; self-enforcement program.

F&O-20

Scientific Advice and Research

Description: Information on the management and enhancement of fisheries habitat and related research. *Topics:* Resource assessment and related research - biological studies, population dynamic studies, mathematical studies, data collection and analysis, gear studies; anadromous, catadromous and freshwater fish; groundfish; invertebrates; marine mammals; marine plants; pelagic fish; fisheries ecology; and aquaculture.

F&O-30

Fisheries Operations

Description: Information on the management, conservation and protection of the fisheries, including their habitat resource rehabilitation and inspection. *Topics:* Resource management; offshore surveillance and enforcement; inshore surveillance and enforcement; inland surveillance and enforcement; allocation and regulations development; licensing; inspection. *Storage Medium:* Micrographics and EDP format.

Pacific and Freshwater Fisheries

This Sector is responsible for the planning, direction and co-ordination of field operations related to the marine and anadromous fisheries in British Columbia and all fisheries in the Yukon and Northwest Territories. Work in those areas includes resource allocations, the implementation of development programs and the fulfilling of foreign arrangements. In Ontario, Manitoba, Saskatchewan and Alberta, the federal government supports a strong research program and carries out inspection of fish and fish products and enforces federal fisheries regulations. The provinces themselves have responsibility for all other aspects of fisheries management, although the federal government is responsible for the development and implementation of commercial fisheries policy for the short and medium-term in these areas. The sector also has national responsibility for fish habitat (including enhancement activities), co-ordinating a native affairs program in areas where aboriginal peoples are involved in the fishing industry, and research.

Fisheries Operations Directorate

This Directorate is responsible for providing advice and support to the Assistant Deputy Minister (Pacific and Freshwater Fisheries) on issues related to the fisheries management in the various regions of western Canada. This involves co-ordinating and working with the regions for the surveillance of the 200-mile exclusive fisheries zones, research and stock assessments, conservation programs, fish and fishery products upgrading and assistance to fishermen and processors in the development of improved and new methods of harvesting and processing.

Pacific and Freshwater Regional Offices

The Pacific and Freshwater Fisheries Service is divided into three regional offices.

Pacific Region — Vancouver

This regional office deals with both the on-going management concerns and the final stages of program development and evaluation for the marine and anadromous fisheries in British Columbia. It is responsible for maintaining liaison with industry and the public in all matters relating to the resource and industry. It deals with inland and offshore resource management and conservation in the areas of commercial, recreational and native food fisheries. It provides inspection services, enforces fisheries regulations and administers the fishermen's insurance program. It also oversees the licensing system and resource allocation, and carries out biological and technical research on fish and other aquatic fauna, and methods of harvesting and processing them. Federally funded small-craft harbours in the region are managed through the regional office, which also undertakes the design, construction and operation of facilities within the Salmonid Enhancement Program. Scientific and technical information necessary for on-going fisheries management and for future planning is gathered within the region, particularly as it relates to fish habitat management. Technical support is provided to fishermen in the areas of catching, handling, onboard freezing, stowing and marketing of fish.

Western Region (The Freshwater Institute) — Winnipeg

The Freshwater Institute, which is the Western regional office of Fisheries and Oceans, shares responsibility for fisheries management with the provincial governments of Manitoba, Saskatchewan and Alberta. While the regional office undertakes the inspection and certification of fish processing and handling facilities, most other aspects of fisheries management are the responsibility of the provinces. Management programs related to both marine and freshwater species in the Yukon and Northwest Territories, however, are under federal control. The regional office sponsors services which promote the transfer of technology for practical applications in the fields of engineering, design, process and product development, as well as providing engineering support to industry. The branch administers the fishing vessel insurance plans throughout the region and also undertakes the collection of fisheries statistics and the economic analysis of regional operations as a basis for policy recommendations. The region is also responsible for the direct administration of the federally funded small-craft harbours program. Management of fisheries in the Northwest Territories includes surveillance of the fisheries and enforcement of fisheries regulations, as well as the implementation of resource allocations, conservation programs, and the carrying out of extensive research. The region participates as the representative of the Department on various inter-agency committees and task forces concerned with protecting and developing fisheries resources in northern Canada. The Freshwater Institute has a strong research program which is carried out within the region and in co-operation with other regions.

Ontario Region — Burlington

As fisheries operations in Ontario are the responsibility of the provincial government, the federal regional office of Fisheries and Oceans is responsible for an active research program in which particular emphasis is placed on the investigation of pollution and the control of the sea lamprey in the Great Lakes. The Department is also responsible for inspection of fish and fish products to ensure high standards of quality and subsidy programs. It manages the federally-funded small-craft

Fisheries and Oceans

harbours program throughout the region and provides marketing services to fishermen.

Manuals

- Departmental Fish Inspection Manual
- Laboratory Manual for Chemistry
- Laboratory Manual for Bacteriology
- Inspection Officers' Procedure Manual
- Fishing Vessel Insurance Plan Operations Manual

Pacific Region

- Fisheries Officers Training Manuals

Western Region

- Lake Classification Inspection Procedures Manual
- Plant Inspection Procedures Manual
- Occupation Health and Safety Manual

Classes of Records

F&O-40

Habitat Assessment and Related Research

Description: Research in support of departmental management and protection of fish and fish habitat. *Topics:* Aquatic Impact Assessment - altered stream flows, reservoir construction; stream obstructions, forest harvesting, alteration of foreshore, dredging and dumping, tidal barriers; toxicology and pollution - acid rain, forest spraying, pesticides, heavy metals, radionuclides, industrial chemicals, industrial, municipal, agricultural and other effluents.

F&O-50

Habitat Management

Description: Information on the enforcement of regulations under the Fisheries Act and activities related to habitat management, protection enforcement, restoration and development. *Topics:* Habitat protection and operations; habitat planning; habitat restoration and development; resource rehabilitation and enhancement.

F&O-60

Fisheries Operations

Description: Management conservation and protection of the fisheries including their habitat resource rehabilitation and inspection. *Topics:* Resource management; offshore surveillance and enforcement; in-shore surveillance and enforcement; inland surveillance and enforcement; allocation and regulations development; licensing; inspection; Native Affairs - food fisheries; land claims and agreements, employment, Band by-laws.

F&O-70

Salmonid Enhancement Program (SEP)

Description: Information on the Salmonids in the Pacific Region, excluding associated research. *Topics:* Reconnaissance and Feasibility; public involvement; design; construction; facility maintenance; facility operations; community development; assessment, evaluation and management; studies. *Storage Medium:* Micrographics and EDP format.

Economic Development and Marketing

This Sector is responsible for the planning, administration and evaluation of all marketing initiatives taken by the Department. The aim is to enhance the fishing industry's capabilities in the marketing and promotion of its products, and to identify new markets for Canadian fish and fish products. Other areas of concern include long-range and strategic planning, processing of statistics, and the administration of financial assistance programs that are available to commercial fishermen. Together with the Department of External Affairs, the branch is involved in negotiations of treaties and trade agreements with foreign countries. For example, it played a key role in representing Canada's position on fisheries at the U.N. Law of the Sea discussions. It also participates in marine overseas aid programs.

Economic Development Directorate

This Directorate acts as the departmental focus for the development and co-ordination of long-term economic policy. It manages the financial assistance programs in co-operation with the regional offices of the various Fisheries Services, including the Fishing Vessel Insurance Program, the Fishing Vessel Assistance Program and the Fisheries Improvement Loans Act. It provides technical, administrative and financial support to the Fisheries Prices Support Board, the Canadian Saltfish Corporation and the Freshwater Fish Marketing Corporation. The Directorate liaises with other federal departments on fisheries-related matters and undertakes the analysis of policy, economic research and the collection and dissemination of economic statistics related to commercial and recreational fisheries.

International Fisheries Directorate

This Directorate serves as a focus for the development of international policies. It is responsible for all bilateral and multilateral negotiations in support of Canada's international fisheries and marine initiatives. It represents Canada in international organizations and on commissions that are concerned with international fisheries, as, for example, at the U.N. Law of the Sea negotiations. It also participates, through the Canadian International Development Agency, in marine overseas aid programs. It assists the External Affairs Canada in the negotiation of all international treaties and trade agreements that relate to fisheries.

Marketing Directorate

This Directorate is responsible for the development and implementation of marketing policies to ensure that maximum economic and social benefits arise from the fisheries resource. It works to identify new export markets and to support and strengthen the fishing industry's capacity to market its products. This includes market assessment, forecasting, development and promotion. The Directorate assists in the orderly marketing of fish and fisheries products through the provision of a professional marketing capability. The fulfillment of this responsibility depends upon direct access to market intelligence and it contributes to the co-ordination of harvest and production with market requirements. Work includes the analysis of supply and demand and the monitoring of domestic and international developments. In addition, the Directorate also promotes collective marketing interests through a program of product and market development and it co-ordinates the export marketing effort.

Classes of Records

F&O-80

Economic Development

Description: Information on policies, programs and activities in the area of marketing, socio-economic research and analysis. *Topics:* Economic/social research and policy analysis; marketing research and analysis; market promotion and development; statistics.

F&O-90

Fishermen's Assistance Programs

Description: Information on programs in the areas of fishing vessel insurance, fishing vessel construction, subsidies and loans. *Topics:* Fishing Vessel Insurance Plan; Fishing Vessel Assistance Program; Fisheries Prices Support Board; Fishermen's Improvement Loan Act.

F&O-100

Intergovernmental Relations

Description: Information on matters involving international fisheries relations, trade commissions and federal-provincial agreements. *Topics:* International relations; international trade and development; federal-provincial relations. *Storage Medium:* Micrographics and EDP format.

Ocean Science and Surveys (OSS)

This Sector carries on two major operational activities: oceanography and hydrography. The objectives of the oceanographic activity include contributions to the management and development of renewable and non-renewable ocean resources. Another objective is to gain an understanding of the marine environment so as to establish programs and methods for its protection and restoration. These objectives are met through research programs in the areas of physical, chemical and biological oceanography, the knowledge from which forms the basis for ocean information services designed to meet national and international co-operation in the study and use of the ocean and its resources, and participates in international initiatives to deal with marine pollution. The work involved in this activity is carried out in four regional centres and at headquarters in Ottawa. The Ottawa unit, the Marine Sciences and Information Directorate, has two operating branches: the Marine Environmental Data Service (MEDS) and the Scientific Information and Publications Branch. These are involved in the collection, processing and distribution of ocean data and information. There is a third branch which performs a national co-ordinating role for oceanography and has a specific responsibility as the primary contact in the field of international ocean science.

Canadian Hydrographic Service

The main objectives of the hydrographic activity are to carry out all necessary hydrographic surveys and to publish, maintain and distribute the navigational charts, sailing directions and tide tables needed to permit safe and efficient navigation in all Canadian navigable waters. These objectives are met by the programs of the Canadian Hydrographic Service (CHS), reporting to the Assistant Deputy Minister through the Dominion Hydrographer. The work is carried out at four regional centres, where the Ocean Science and Surveys fleet of some 180 research and survey vessels is located, and within a headquarters unit. Field surveys include the measurement of water depths with ship-mounted echo-sounders or by other, more sophisticated means where that is not possible. The CHS also gathers information on tides and currents (published as the annual Tide and Current Tables), publishes and distributes navigational and recreational charts, and

carries out offshore natural resource surveys in collaboration with the Energy, Mines and Resources Canada.

The Policy and Program Co-ordination Branch in Ottawa acts as the national focus for strategic and operational planning in OSS and as the national co-ordinative mechanism at the corporate level.

Bedford Institute of Oceanography - Dartmouth, N.S.

This institute, founded in 1962 as Canada's first federal research centre devoted to the field of oceanography, houses the Atlantic Region of OSS which carries out research into various aspects of marine sciences on the Atlantic coast and in the eastern Arctic. These include physical and chemical oceanography, marine ecology, ocean circulation, biology and the environment. Emphasis is placed on the impact of oil and gas exploitation and coastal activity on the marine ecosystem. In the area of physical oceanography, the focus is mainly on the continental shelf of eastern Canada. Ecological research into the long-term effects of commercial fisheries exploitation and ocean pollutants aims to provide a basis for better management of the fishery in the future. The Region also carries out hydrographic surveys, tidal studies and works on the development of navigational aids and new survey equipment. The Institute incorporates a recently established office called the BIO Marine Advisory and Industrial Liaison (BIOMAIL), which acts as a point of entry for anyone seeking information on Canadian oceanography and related topics. BIOMAIL distributes and interprets oceanographic information and data to industry and government departments and encourages the transfer of technology to Canadian industry, especially in Atlantic Canada. Units of several other government departments with an interest in the ocean are also located within the Bedford Institute.

Bayfield Laboratory for Marine Science and Surveys - Burlington, Ontario

Located within the Canada Centre for Inland Waters, this laboratory conducts physical oceanographic studies in Hudson and James Bays in the Arctic Archipelago, with a significant winter program over and through the ice-covered waters. A full complement of hydrographic activities is carried out in the Great Lakes, in other navigable fresh waters in Ontario and the Prairie Provinces, and in marine waters of the Central Arctic. The main purposes of the programs are to support commercial shipping in the Great Lakes and the Arctic and to support offshore oil and gas exploration and exploitation in the Arctic.

Champlain Centre for Marine Science and Surveys - Quebec City, P.Q.

This is the newest and smallest of the OSS regional centres and is primarily responsible for oceanographic studies and hydrographic surveys in the St. Lawrence River and Estuary and in the northern half of the Gulf of St. Lawrence. A full range of oceanographic studies - physical, chemical and ecological - is carried out. However, hydrography is limited to field surveys and studies of tides and currents.

Institute of Ocean Sciences - Sidney, B.C.

This institution houses the Pacific Region of OSS and it is divided into two main areas: the Hydrographic and Oceanographic Divisions. Work in the first area is carried out by the regional unit of Canadian Hydrographic Service and includes the charting of waters off the B.C. coast and in the western Arctic (with recent emphasis on the Beaufort Sea). Surveys of tides and currents result in the publication and distribution of numerous maps and tables. Another specialized unit advises on tsunamis - powerful waves caused by underwater disturbances. The second division carries out research in the areas of

Fisheries and Oceans

physical and chemical oceanography and ocean ecology. Specific work includes research in the area of frozen seas, coastal and offshore waters, ocean mixing and remote sensing. There are also studies of carbon dioxide in the ocean, hydrocarbons, pesticides, trace elements and coastal pollution. In terms of ecology, the main focus is on the biological oceanography of coastal waters.

Manuals

- Pisces IV Manual
- Pisces IV Standard Operations Procedures
- Search and Rescue Plan
- Pacific General Ships Orders
- Hydrographic Tidal Manual
- Survey Standing Orders
- Cartographic Standing Orders

Classes of Records

F&O-110

Oceanography

Description: Studies which support the management of renewable and non-renewable marine resources. *Topics:* Physical oceanography; chemical oceanography; marine ecology; freshwater ecology; ocean dumping; university subventions; ocean engineering and technology transfer; data and information.

F&O-120

Hydrography

Description: Bathymetric data, navigational charts and other information on Canada's navigable waters and geophysical-hydrographic surveys. *Topics:* Navigation charts (surveys), production; tides, current and water levels; sailing directions; ocean mapping; navigation. *Storage Media:* Micrographics and EDP format.

F&O-130

Ships

Description: Information on management, operation and charter of major vessels for oceanography and hydrographic research. *Topics:* Oceanography; hydrography; support to fisheries management; search and rescue; support to other federal departments; support to Canadian universities. *Storage Media:* Micrographics and EDP format.

Small Craft Harbours Directorate

This program provides for the acquisition, development, maintenance and management of approximately 2,400 harbours serving the needs of both commercial fishing and recreational boating throughout Canada. Program implementation is carried out through six regional offices located in St. John's, Halifax, Quebec, Burlington, Winnipeg and Vancouver. It works closely with Public Works Canada, which is responsible for design, construction, maintenance and property service. The Directorate's role is to ensure that any harbour development or upgrading harmonizes with the needs of the fishing industry, both now and in the future. The Marine Policy Assistance and Tourist Wharf Programs provide assistance for recreational facilities such as launching ramps and wharves.

Small Craft Harbours

Small Craft Harbour Branch is responsible for the administration and development of small craft harbours and harbour facilities provided by the Federal Government in support of the commercial fishery, sports fishery, and recreational boating.

Classes of Records

F&O-140

Small Craft Harbours

Description: Information on development, construction, maintenance and operation of small craft harbours and facilities. *Topics:* Harbour management and property administration; commercial fishing harbours; recreational harbours.

Manuals

- Fishing and Recreational Harbours Administrative Instructions
- Harbour Managers Manual

Management Services Bureau

This Bureau provides management support services to enable corporate and line managers of the Department to carry out their responsibilities in the most economical and effective manner. This includes the provision of library services, electronic data processing, realty and engineering services, employee health and protection, assets management and The Ship Operations Branch (see below).

Ship Operations Branch

This Branch is responsible for the management of the departmental fleet which is vital to the carrying out of various departmental programs. Responsibilities of the fleet include fisheries surveillance and protection, marine and oceanographic surveys, fisheries research and hydrographic surveys, and search and rescue duties. To perform these functions, the Branch operates a fleet of more than 600 vessels of all sizes, including ocean-going fisheries patrol vessels, oceanographic research and hydrographic craft, mini-submarine and mothership and many small launches for patrolling coastal marine waters and inland lakes and rivers. The Branch is also responsible for the purchase, construction, operation and maintenance of this fleet, as well as the conduct of research into ship management operations. *Class of Records*

F&O-150

Ship Operations

Description: Information on the design, construction, purchase and operation of the departmental fleet. *Topics:* Ships acquisition; berthing and wharfage; certificates, licences, acceptance papers; collisions, groundings, mishaps; navigation; surveillance and enforcement; repairs, refit, maintenance; construction. *Storage Media:* Micrographics and EDP format.

Canadian Saltfish Corporation

Overall Responsibility

The basic objective of the Corporation is to maximize returns from the saltfish trade through central desk selling. A secondary objective is to rationalize production.

Legislation

The Saltfish Act, 1970, gives the Corporation a monopoly of the interprovincial and export trade in cured salt bulk and dried codfish produced in the Province of Newfoundland and Labrador and on the lower north shore of the Province of Quebec. For Income Tax Act purposes the Corporation is defined as a Schedule "C" Corporation.

Background

In recent years approximately 60 per cent of the total annual production of cured salt fish in Canada has been marketed by the Corporation. The saltfish industry had been in decline for a number of years during the post war period, with a shift in the use of codfish from curing to filleting and freezing, the disintegration of the traditional family enterprise in Newfoundland, and lately the depletion of the Northern cod stocks. As a result, the private export trade lost ground in foreign markets and became progressively dependent on support from government.

Organization

The Act provides for a Board of Directors composed of a Chairman, President, one director from each participating province, as well as five other directors. Each is appointed by the Governor General in Council to hold office for a period not exceeding five years. Provincial directors are recommended by the Lieutenant Governor of the province concerned. The Chairman is Mr. L.J. Cowley, Assistant Deputy Minister, Atlantic Fisheries Service. There is presently one vacancy on the Board.

Saltfish processing companies in the Region of the Corporation's mandate became its agents for the purchase, handling and preparation of production. The Corporation has 33 full-time and 20 part-time employees as well as 12 agents who employ approximately 300 people. In addition, these agents employ 35-40 sub-agents who provide employment for an additional 400-500 people on a seasonal basis.

Sales for 1980-81 totalled \$49 million. Fixed assets of the Corporation as of March 1981, totalled \$3.1 million.

Currently, the context in which the Corporation operates is undergoing a significant change. Its role as price-setter in the primary fish market is reduced and may eventually be eliminated with the advance of unionization of fishermen. The Corporation continues to play a significant role in the fishing industry, however, and is still a major factor in the ultimate returns to producers of cured fish. Of particular relevance to its original purpose is the representation in the market place since more and more countries are establishing government import agencies and/or buying groups and allocating restricted import licences. Returns to the fishermen have continued to improve, bringing benefits to both processors and primary producers. The Corporation looks forward to the challenges of the next two or three years with cautious optimism.

CSFC-10

Fishermen's Assistance Programs

Description: Case files on fish grade; fish size; catch value (weight and dollars).

Freshwater Fish Marketing Corporation

Background

On enactment of the Freshwater Fish Marketing Act, existing private companies became agents of the Corporation. However, many withdrew from the business and complementary facilities for the assembling and warehousing functions were eventually established by the Corporation. The Corporation now disposes of virtually all freshwater fish produced outside the Great Lakes about 50 per cent of total Canadian production.

Responsibilities

The objective of the Corporation is to unify the trade in freshwater fishery products. This was in response to economic distress among primary producers caused by fragmentation of assembling, processing and exporting operations. Some twenty companies had previously been involved, as compared with three major U.S. importers where 90 per cent of production was sold. The Corporation has a responsibility for the orderly marketing of fish, promotion of inter-provincial and export trade and the increases of returns to fishermen.

Legislation

The Freshwater Fish Marketing Act, 1969, gives the Corporation a monopoly on the inter-provincial and export trade in designated products of the freshwater fisheries supplied from the Northwest Territories, the three Prairie Provinces and part of northern Ontario. The Corporation has wide powers to purchase, process, store and ship fishery products; to acquire, hold and dispose of property; to establish branches, employ agents; enter into agreements; borrow, lend and invest money. For purposes of the Income Tax Act the Corporation is designated as Schedule "D".

Organization

The Board of Directors consists of eleven members: Chairman, President, one member from each participating Province and four members appointed by the federal government. Mr. Peter Moss of Winnipeg, Manitoba is Chairman of the Board. Presently, there are two vacancies on the Board. An Advisory Committee composed of fifteen fishermen also exists.

The Corporation has a main plant at Transcona and processing plants at Hay River, The Pas, Edmonton and LaRonge. It employs 80 management staff and 125 plant personnel, increasing to 450 during peak seasons. In the fiscal year ending April 30, 1981 sales amounted to \$40 million.

Rationalization of the collecting and processing phases and centralization of marketing operations have succeeded in maximizing returns from the market and prices to fishermen. The persistence of inadequate returns from fishing has, however, led to some disillusionment with the Corporation as an agency of fishery development. As a result, strong representations from some provincial ministers were made to the Minister of Fisheries and Oceans. In December 1979, the ministers with responsibilities for fisheries in the Provinces of Ontario,

Fisheries and Oceans

Manitoba, Saskatchewan, Alberta and the Northwest Territories met with the Minister to discuss and review the future role of the Corporation. While ministers indicated their agreement in principle with the concept of FFMC they directed that the implications of various options be analyzed by a federal-provincial committee of officials. The Committee submitted its report on September 3, 1980. The general conclusion of the report is that the inland fishing industry,

particularly the fishermen themselves, are in a better overall condition with the Freshwater Fish Marketing Corporation than without it.

FFMC-10

Fishing Statistics

Description: Case files on fish species; fish grade; fish size; catch value (weight).

Background

The Department of Indian Affairs and Northern Development is essentially people-oriented. Its major efforts are directed towards Indians and Inuit, and to all who live in the vast and sparsely settled area north of the 60th parallel. At the same time, a long-term policy of decentralization means programs are being handled increasingly by these people themselves.

The Department was established under Section 15 of the Government Organization Act, 1966, now the Department of Indian Affairs and Northern Development Act (RSC 1970 c. 1-7, as amended). The department is, in effect, an amalgamation of the then Department of Northern Affairs and National Resources and those responsibilities of the then Department of Citizenship and Immigration pertaining to Indian people in Canada.

The Department of Indian Affairs and Northern Development Act describes the duties, powers and functions of the Minister of Indian Affairs and Northern Development as extending to and including -all matters over which the Parliament of Canada has jurisdiction, not by law assigned to any other department, branch or agency of the Government of Canada, relating to Indian Affairs, the Northwest Territories and the Territory and their resources and affairs; (and) Eskimo Affairs

Laws and Regulations

The federal government's legislative responsibilities for Indian people and Inuit derive from S. 91(24) of the Constitution Act (1867) which gives the federal government the exclusive authority to pass laws relating to 'Indians, and lands reserved for Indians'. On the basis of this authority, the Indian Act - which remains the major expression of federal jurisdiction in this area - was passed and a series of treaties was concluded between Canada and various Indian bands across the country. Federal jurisdiction for Indian people under the BNA Act was subsequently (in 1939) interpreted by the courts to apply to Inuit as well.

The major pieces of legislation for which the Minister is responsible include the Indian Act; the James Bay and Northern Québec Native Claims Settlement Act; the Indian Oil and Gas Act; the Yukon Act; the Northwest Territories Act; the Land Titles Act; the Public Lands Grant Act; the Canada Land Surveys Act Part III; the Territorial Lands Act; the Northern Inland Waters Act; Northern Flood Agreement; the Arctic Waters Pollution Prevention Act; the Dominion Water Power Act; the Oil and Gas Production and Conservation Act; the Yukon Placer Mining Act; the Yukon Quartz Mining Act; the Northern Canada Power Commission Act; and various Appropriation Acts such as the Northern Mineral Exploration Assistance Regulations and Prospector's Assistance Regulations.

Overall Responsibilities

Within this legislative framework, the Department has a number of interlocking responsibilities and objectives: (a) to initiate, encourage and support measures that will respond to the needs and aspirations of Indian people and Inuit, and will improve their social, cultural and economic well-being; (b) to encourage the orderly economic and political development of the Yukon and the Northwest Territories, and to co-ordinate all federal activities in the two territories; (c) to ensure that lawful obligations to Indian people are met, and to settle native claims relating to traditional native use and occupancy of land in those areas of Canada where this traditional use has not been extinguished by treaty or superseded by law.

Organizational Structure

The Department is organized into five operative program areas, each headed by an Assistant Deputy Minister or equivalent: Indian and Inuit Affairs; Northern Affairs; Office of Native Claims; Finance and Administration (including Personnel Services); and Corporate Policy.

Key Contacts

The Department encourages requesters to utilize the present lines of communication described underneath, since the intent is to make available as much information as possible, through informal channels.

General departmental information is provided by the Communications Branch, the Departmental Secretariat and the Publications Enquiries Unit at Headquarters. The Publications Enquiries Unit publishes a Directory of Publications which is available on request. Contact may be made in person, by telephone or in writing at one of the following addresses:

Mailing Address:

Communications Branch,
Department of Indian Affairs and Northern Development,
Ottawa, Ontario
K1A 0H4

Departmental Secretariat,
Department of Indian Affairs and Northern Development,
Ottawa, Ontario
K1A 0H4

Publications Enquiries Unit,
Communications Branch,
Department of Indian Affairs and Northern Development,
Ottawa, Ontario K1A 0H4

The Departmental Library and documentation/references centres are located in Les Terrasses de la Chaudière, Hull, Quebec, as follows:

Departmental Library
14th Floor,
Les Terrasses de la Chaudière
Telephone: (819) 997-0799

Subject Coverage:

Indians of North America, Inuit, the Canadian North, Canadian and American history, anthropology, economic development, sociology and natural sciences.

Treaties and Historical Research Centre
19th Floor,
Les Terrasses de la Chaudière
Telephone: (819) 994-1182

Subject Coverage:

Historical material on Canadian Indian treaties, claim processes and mechanisms; the Indian Act and related subjects; Native law.

Indian and Inuit Affairs Program Reference Centre
17th Floor,
Les Terrasses de la Chaudière
Telephone: (819) 997-9117

Subject Coverage:

Statistics, genealogy, history of the Canadian Indian and Inuit.

Indian Affairs and Northern Development

Northern Statistical Information Centre
6th Floor,
Les Terrasses de la Chaudière
Telephone: (819) 997-0550

Subject Coverage:

A broad spectrum of socio-economic and demographic information pertaining to the Yukon and Northwest Territories.

Mining Geology Microfilm Centre
7th Floor,
Les Terrasses de la Chaudière
Telephone: (819) 997-0911

Subject Coverage:

Data of a geological nature covering the Yukon and Northwest Territories.

Major Projects Assessment Directorate Documentation Centre
8th Floor,
Les Terrasses de la Chaudière
Telephone: (819) 997-9333

Subject Coverage:

Current and historical materials dealing with northern hydrocarbon transportation proposals by land and sea and analysis and assessments of their social, economic and environmental impacts, with emphasis on the Yukon and Northwest Territories.

Inuit Art Research and Documentation Centre
9th Floor,
Les Terrasses de la Chaudière
Telephone: (819) 997-9440

Subject Coverage:

Inuit arts and crafts.

Access Procedures

The Departmental Co-ordinator for Access to Information oversees the administration of the access to information function in the Department, including the preparation of the departmental entry in the Access Register, service to the public for access to information, the determination of exemptions and third party notifications, responses to inquiries from the Information Commissioner, appeals before the Federal Court, and the report to Parliament. For all formal requests for access to departmental records holdings, requesters should complete the Access to Information Request Form available at national, regional and district offices. The form should be submitted in person to the DIAND office where it was acquired or mailed to the Office of the Departmental Co-ordinator in Ottawa.

Records material is maintained in national headquarters, regional and district offices located throughout Canada. The method of accessing records may vary according to the nature of the record medium, the type of request for access, and the record location.

Inquiries concerning the administration of the Access to Information Act in the Department and formal requests should be addressed to:

Office of the Departmental
Access and Privacy Co-ordinator
Ottawa, Ontario
K1A 0H4
Telephone: (819) 997-0307

The Deputy Minister

The responsibility for the direction and the operations of the Department rests with the Deputy Minister who is its permanent head and who is the senior adviser to the Minister of Indian Affairs and Northern Development on all matters relating to: (a) Indian affairs; (b) The Northwest Territories and the Yukon Territory and their resources and affairs; and (c) Inuit affairs.

Corporate Policy

The mandate of Corporate Policy is to advise the Minister, the Deputy Minister and senior management on matters of broad policies — particularly those that require interprogram co-ordination — and on particular policy matters such as revisions to the Indian Act, and native hunting and fishing rights. It is also responsible for developing policy positions for the Department and assessing them to ensure their consistency with broad government priorities, departmental objectives and client needs; and for providing a communication link with Parliament, senior management, client groups and the public on matters relating to departmental policies and programs.

Corporate Policy is composed of the Policy Group (including Policy Development and the Policy Planning Directorate) Policy Co-ordination Directorate and three branches, Intergovernmental Affairs, Evaluation and Research.

Policy Group

The mandate of this group is the assessment and development of national policy - the preparation of the strategic plan, strategic overview and operational plan for Corporate Policy.

Classes of Records

INA-10

Policy Development

Description: The assessment and the development of policies in an integrated fashion consistent with broad government priorities, departmental objectives and client needs. *Topics:* Policy inventory; policy indicators, taxation, membership, Indian government legislation.

Policy Planning Directorate

This Directorate co-ordinates the departmental strategic planning process and prepares the planning documents, i.e. strategic overview and strategic plan, co-ordinates Corporate Policy operational and work plans and prepares policy planning work plans.

Manual

- Departmental Planning Manual

Classes of Records

INA-20

Policy Planning

Description: Co-ordination of departmental strategic planning documents. *Topics:* Strategic overview; strategic plan, corporate policy, operational plan summary; policy branch work plans.

Policy Co-ordination Directorate

This Directorate co-ordinates and monitors major policy issues of programs to ensure that interprogram policies effectively reflect departmental and government objectives and priorities. It establishes and maintains liaison with other policy-making areas within the Department and with other government departments and agencies. It co-ordinates the Department's relationship with Parliament, provides advice and information on parliamentary procedures, and co-ordinates all written and starred questions and motions for the production of papers. It also provides a communication link between the Minister and the Department and also concerned correspondents, and prepares replies to correspondence received by the Minister concerning departmental policies and programs.

INA-30

Policy Co-ordination

Description: Co-ordination of briefings for the Minister and Deputy Minister in relation to Parliament, meetings of Cabinet and meetings with other governments. *Topics:* Topics regarding the support and advice on policy decision-making processes within the Department covering interprogram and interdepartmental consultation; also, the preparation of briefing materials and a system of tracking, anticipating and participating in policy initiatives.

Intergovernmental Affairs Branch

This Branch advises on and reviews the results of discussions that focus on future federal-provincial-Indian arrangements in areas such as health, social, education, economic and justice services. Also responsible for co-ordinating all departmental input into the process of constitutional renewal as it deals with matters relating to Canada's native people and the constitution.

Manuals

- B.C. Region Administrative Circular on Policy, Research and Consultation Funds

INA-40

Intergovernmental Affairs

Description: The discussion with provincial governments and Indian associations on priority topics of mutual concern to all parties. *Topics:* Discussions, consultations and negotiations and agreements between federal-provincial-Indian associations.

Evaluation Branch

This Branch provides the focus for departmental assessments of program effectiveness and is formally linked to the planning and control cycle to assess the performance of program operations.

INA-50

Evaluation

Description: The evaluation of existing departmental programs and the structuring of evaluation criteria for proposed programs. *Topics:* Community services and facilities; tribal and band government; economic development; education; capital development.

Research Branch

This Branch supports, directs, co-ordinates and conducts research and disseminates research findings in support of departmental goals and priorities. Also responsible for administering funds to Native groups to support research related to the claims resolution and Indian Act revision processes, and or making available special research and advisory services to Native and other client groups.

Manuals

- Program Circular A-2, Access to Files
- D/D 62 Release of Material from Departmental Records
- D/D 15 Legal Opinions

Classes of Records

INA-60

Research

Description: The undertaking and the support of research related to policy and program issues and the support of the claims settlement process. *Topics:* Research grants; research contracts; research projects; studies and surveys; research services and advice on specific historical or claims situations; financial arrangements to enable Indian participation in federal government's claims resolution and Indian Act revision processes.

Operational Program Areas

Indian and Inuit Affairs Program

The Indian and Inuit Affairs Program assists Indian people who come within the provisions of the Indian Act "status" Indians, of which there are approximately 303,000 in Canada) and Inuit in Northern Quebec and Labrador (numbering approximately 7,500), to achieve their expressed social, economic and cultural goals within Canadian society.

The Program administers the statutory commitments defined by the Indian Act, including the registration of Indian people, matters concerning reserve lands and other Indian resources, and band elections; and implements the administrative measures needed to ensure that the federal government's lawful obligations to Indian people are met. In terms of organizational structure, these functions are administered in four main Program areas: Reserves and Trusts; Housing and Band Support; Economic and Social Development; and Program Planning and Policy Co-ordination. As a reflection of the Department's changing role from one of direction to one of support, the Program works closely with Indian band councils and Indian and Inuit communities and encourages the continued growth of community self-determination.

The Program has a Regional Information Adviser in each of its seven Regional Offices south of 60°.

Regional Offices

British Columbia Region

Indian and Inuit Affairs Program
Pacific Centre Ltd.
700 West Georgia Street

Indian Affairs and Northern Development

P.O. Box 10061
Vancouver, B.C.
V7Y 1C1
Telephone: (604) 544-1298

Alberta Region

Indian and Inuit Affairs Program
9942-108th Street, 3rd Floor
Edmonton, Alberta
T5K 2J5
Telephone: (403) 420-2839

Indian Minerals (West)
Government of Canada Building
Room 654
P.O. Box 2924, Station M
220, 4th Avenue S.E.
Calgary, Alberta
T2P 2M7
Telephone: (403) 231-5625

Saskatchewan Region

Indian and Inuit Affairs Program
2332 - 11th Avenue
Regina, Saskatchewan
S4P 2G7
Telephone: (306) 359-5949

Manitoba Region

Indian and Inuit Affairs Program
275 Portage Avenue, 11th Floor
Winnipeg, Manitoba
R3B 3A3
Telephone: (204) 949-4928

Ontario Region

Indian and Inuit Affairs Program
55 St. Clair Avenue E., 5th Floor
Toronto, Ontario
M4T 2P8
Telephone: (416) 966-5544

Indian Minerals (East)
Suite 302, 1 Front Street West
Toronto, Ontario
M5J 1A4
Telephone: (416) 369-4615

Quebec Region

Indian and Inuit Affairs Program
320 est, Rue Saint-Joseph
P.O. Box 3725, Saint-Roch
Quebec, P.Q.
G1K 7Y2
Telephone: (418) 694-3270

Atlantic Region

Indian and Inuit Affairs Program
40 Havelock Street
P.O. Box 160
Amherst, N.S.
B4H 3Z3
Telephone: (902) 667-3818

Indian and Inuit Affairs Program
Federal Bldg., Main Street

P.O. Box 4100
Whitehorse, Y.T.
Y1A 3S9
Telephone: (403) 667-7855

Indian and Inuit Affairs Program
4914 - 50th Street
Bellanca Bldg.
P.O. Box 2760
Yellowknife, N.W.T.
X0E 1H0
Telephone: (403) 920-8275

Reserves and Trusts Branch

This Branch ensures that treaty obligations and trust responsibilities concerning lands, band funds and membership are fulfilled. It administers those sections of the Indian Act that deal with band elections, referenda, by-laws and lands, and provides management and entrepreneurial expertise to Indian bands in response to band council requests for the development of band-owned mineral resources. The Branch is divided in five Directorates: Indian Minerals (West); Indian Minerals (East); Lands; Legal Liaison and Support; and Membership and Statutory Requirements.

Indian Minerals Directorate (East and West)

These Directorates manage and develop the mineral resources on Indian lands under the authority of the Indian Act, the Indian Oil and Gas Act, the Indian Mining Regulations and the Indian Oil and Gas Regulations. This process is carried out in direct collaboration with Indian band councils. The Directorate assists in providing mineral-information orientation training, placement and counselling services to Indian bands and advises departmental officials and other government agencies on all matters concerning mineral information.

Classes of Records

INA-100
Oil and Gas

Description: Oil and gas resources on Indian lands. *Topics:* All matters relating to the control, development and management of oil and gas.

INA-120
Mineral Resources

Description: Mineral resources on Indian lands. *Topics:* The control, development and management of mined metallic and non-metallic minerals, quarried minerals, sand and gravel and groundwater.

Lands Directorate

This Directorate manages the department's responsibilities under the Indian Act of Crown-owned land set aside for the use and benefit of Indian bands including the fulfillment of treaty obligations, maintaining the land registry and administration of Indian estates.

Manuals

- Land Registry Practices Manual
- Indian Estates Manual
- Land Transactions Manual

Classes of Records

INA-140

Lands

Description: Agreements; individual land holdings and sites; islands; land sales; leases; rights-of-way; surveys; and reserves.

INA-160

Natural Resources

Description: The control, development and management of natural resources, such as forest and furs; the rights to Indians for fishing, hunting, trapping.

Legal Liaison and Support Directorate

This Directorate provides a legal liaison and support service to the Program and the Department of Justice with respect to litigation brought by or against the Crown involving Indian lands, monies, minerals.

INA-180

Claims Against the Crown

Membership and Statutory Requirements Directorate

This Directorate administers the membership provisions of the Indian Act and maintains the Indian Register; administers the enfranchisement provisions of the Indian Act and the funds held for enfranchised minors and Indian children adopted by non-Indians; provides statistical information concerning registered Indians for computer application; and training band employees to assume the local administration of band membership.

Manual

- Guide for Membership Administrators

Classes of Records

INA-200

Indian Band Membership

Description: Contains information and documentation pertaining to the membership of persons in Indian bands in Canada. *Topics:* Subjects relating to the registration of all persons entitled to be registered as Indians in Canada - Indian enfranchisement protests, statements of marriage to non-Indians. *Special Access Note:* The name of band concerned should be included with each request.

EDP Systems

- Indian Membership System: Records information on vital events, e.g. births, deaths, adoptions, marriages, divorces, entered on the Indian Register creating a permanent record of the approved status of all registered Indians and establishing their membership in a particular band.
- Indian Demographic Statistics (Sub) System: Produces vital statistics and other demographic data from the Indian Membership System.

Housing and Band Support Branch

This Branch provides assistance for Indians living on reserves to apply for a ministerial guarantee of a housing loan from (CMHC) approved lenders as defined in the National Housing Act for low-income rental housing projects on reserves. Band Support encourages local control of, and accountability for, Indian programs and services. The Branch is divided in four Directorates: Band Support; Housing; Capital Management; and Band Training and Advisory Services.

Band Support Directorate

This Directorate encourages local control of, and accountability for, Indian programs and services by promoting the growth of sound local administration to provide bands with increased capacity for the planning and management of their own affairs.

Manuals

- Terms and Conditions for Contribution Arrangements
- Local Government Authorities Manual
- Program circular D-1 on Indian Local Government
- Program circular D-2 on District Councils
- Program circular D-3 on Band Core Funding
- Program circular D-4 on Band Operated Local Services
- Local Government Program Development Manual (B.C. Region)
- Local Government Finance Manual (B.C. Region)
- Guidelines for Band Councils (B.C. Region)

Classes of Records

INA-220

Band Management and Funds

Description: Band local services; legal opinions; orders-in-council; contribution arrangements; association support; policing; fire protection; bands funds; and recreation.

Housing Directorate

This Directorate provides assistance for individual Indians or to Indian band councils for individual Indians living on Indian reserves or designated Indian Settlements to apply for ministerial guarantees of individual housing loans or for band-owned rent-to-income housing projects. Also provides assistance for individual Indians living off-reserve to apply for housing loans and DIAND subsidies.

Manuals

- Program circular 57c on Indian Housing Programs
- P.C. 1980-2753 - Terms and Conditions Respecting the Housing of Individual Indians on Reserves
- P.C. 1981-810 - Terms and Conditions on Housing Regulations
- National Housing Act

Indian Affairs and Northern Development

- Off-Reserve Housing Regulations
- Rental Housing, (B.C. Region)
- Residential Rehabilitation Assistance Program (RRAP)
- Guidelines (B.C. Region)
- On-Reserve Housing Operating Manual (B.C. Region)

Classes of Records

INA-240 Housing

Description: Housing assistance for individual Indians or to Indian band councils. *Topics:* Housing loans; construction or renovations of houses on and off reserves or designated Indian settlements.

EDP System

- Indian Off-Reserve Housing System: Provides information on mortgages, foreclosures and forgiveness transactions for Indians (and Inuit) domiciled off reserves.

Capital Management Directorate

This Directorate develops facilities in Indian and Inuit communities geared to community health and safety needs such as: sewer, water, electricity, garbage collection, fire prevention services and road development. Also assists federally and band-operated schools and joint school agreements with the provinces.

Manuals

- Capital Planning Process (B.C. Region)
- How to Get Project Approvals (B.C. Region)

Classes of Records

INA-260

Community Services and Facilities

Description: Community Services and Facilities for Indian and Inuit communities. *Topics:* Community health and safety needs such as sewers, water, electricity, garbage collection, fire prevention services and road development, and school facilities.

Band Training and Advisory Services Directorate

This Directorate provides band members with the skills they need to manage band affairs and community-based socio-economic development activities, and to develop leadership potential in Indian communities.

NA-280

Training Indian Bands

Description: Training of Indian bands including course development, namely educational and local government management course.

Education and Social Development Branch

This Branch supports and funds activities that contribute to the long-term economic development of Indian communities and that assist

individual initiatives by Indian entrepreneurs in such areas as agriculture, manufacturing and services, fishing and trapping, forestry, and arts and crafts. Assists Indian clients with, or helps them attain, a variety of services, including planning, technical assistance, and access to federal employment development programs. The Branch is divided in four Directorates: Social Development; Resource Development; Economic and Employment Development; and Education.

Social Development Directorate

This Directorate supports and funds activities that contribute to the long-term economic development of Indian communities and that assist individual initiatives by Indian entrepreneurs in such areas as agriculture, manufacturing and services, fishing and trapping, forestry and arts and crafts.

Manuals

- Regulations & Procedures Manual of Social Development (B.C. Region)
- Social Development Manual for Completion of Social Assistance Expenditures, Institutional Care and Child in Care Reports (B.C. Region)

Classes of Records

INA-300

Social Development

Description: Covers subjects relating to social development of Indians including assistance and services provided to Indian individuals, namely income support, family and children's services, rehabilitation.

EDP System

- Social Assistance System: Provides financial information on social assistance extended to Indians.

Resource Development Impacts Directorate

This Directorate helps Indian communities deal with the social, economic and environmental impact of major industrial projects, such as hydro dams, heavy oil extraction, coal and metal mining and pipelines.

INA-320

Resource Development

Description: Hydro dams; heavy oil extraction; coal and metal mining; pipelines; structural minerals.

Economic and Employment Development Directorate

This Directorate assists Indian people in developing managerial skills and helps to create economic opportunities for Indian people and communities. It manages programs to assist Indians in identifying opportunities, in evaluating resources available to them and in developing community and individual potential. Economic development programs assist Indians in taking over the management of their economic affairs and in utilizing their full potential.

Manual

- Indian Economic Development Program Desk Book (B.C. Region)

Classes of Records

INA-340

Economic Development

Description: The planning and developing of programs, surveys, studies and research designed to identify and demonstrate the importance of certain factors in the promotion of economic development affecting the Indian and Inuit communities. *Topics:* Agriculture; arts and crafts; employment; financial programs; natural resources.

INA-360

Employment Development

Description: Subjects relating to community employment programs for Indian communities and employment-work programs and opportunities.

Education Directorate

This Directorate ensures that Indian children have access to elementary and secondary schooling throughout the ordinary school years; and administers kindergartens and supports Indian students in extensive vocational training and academic education beyond high school. It operates student residences, administers a boarding home program and provides counselling. It assists cultural education centres and provides grants to Indian writers and artists.

INA-380

Education

Description: Subjects relating to educational programs for meeting the educational needs of Indian and Inuit people. They include assistance to students, educational programs, surveys and studies, development of training courses.

EDP Systems

- Indian Education System: Records personal statistical information about every Indian student in the country, such as, current grade, location and school leaving, thus providing a history of individuals' movements through schools.
- Continuing Education Information System: Provides statistical and financial information on Indian students in post secondary institutions receiving educational assistance through the Department.

Program Planning and Policy Co-ordination Branch

This Branch manages the process of operational planning with respect to program activities by providing direction to regions in the development of operational plan; ensuring that activities of program branches are consolidated into operational plans, including the development of appropriate monitoring, reviewing and reporting systems; and ensuring that policy developments, federal government agreements and external projects and activities are included in the operational planning process. The Branch is divided into three Directorates: Policy Co-ordination and Band Government; Program Planning; and Program Services.

Policy Co-ordination and Band Government Directorate

This Directorate develops and co-ordinates policies and initiatives to assist bands to become self-governing and to encourage Indian community-based development. It is also the central focus in the Department for matters relating to revisions of the Indian Act and the

development of legislation for enabling Indians to attain self-government.

INA-400

Policy Co-ordination and Band Government

Description: Co-ordination of Indian band government policy and claims settlement, drafting of Indian band government legislation and revision of the Indian Act. *Topics:* Local Indian Government policy co-ordination (e.g. District Councils); Indian Act revision; Indian Band Government Legislation; claims settlement co-ordination (e.g. James Bay).

Program Planning Directorate

This Directorate provides the Indian and Inuit Affairs Program's input into the Department's directional plan; develops and monitors the program's operational and work plans; and develops management and organizational systems for the program.

INA-420

Program Planning

Program Services Directorate

This Directorate is responsible for the areas of project management, Treasury Board submissions control and manual development, secretariat and reference centre functions for headquarters and regional offices; and manages and/or undertakes independently, projects as directed by the Director General, Program Planning and Policy Co-ordination Directorate that result in discussions and negotiations with senior officials of bands and associations, private industries and other government agencies and departments. Also responsible for maintaining and exhibiting the Contemporary Indian Art Collection.

INA-440

Statistical and Reference Manual

Description: Statistics, Genealogy for Indians, history of the Canadian Indian and Inuit. *Topics:* Statistical information; in-house reports; unpublished research documents and papers; policy statements; procedures and guidelines; genealogical and related historical information; Orders in Council; Treasury Board Minutes and Circulars; Program delegations of authority relating to the Indian and Inuit Affairs Program and annual reports.

INA-460

Regional Desk Books/Band Fact Sheets

Description: The Regional Desk Books are compendiums of current band and regional information, compiled and updated regularly by the unit from existing information systems. *Topics:* Statistical information relating to band population; housing; facilities; socio-economics; education; grants/contributions; band funds; communication/transportation; regional profiles of departmental organization and officials; financial summary; native organizations; regional maps.

Northern Affairs Program

The Northern Affairs Program assists the social, cultural, political and economic development of the Yukon and the Northwest Territories, with particular emphasis on the needs of native northerners and the protection of the fragile northern environment. It carries out these responsibilities directly, as well as through the auspices of the governments of the Yukon and the Northwest Territories. Northern Affairs Program activities are directed toward assisting the territorial government (with federal funding support) to provide services to northern residents, to protect and enhance the northern environment and

Indian Affairs and Northern Development

develop northern recreational opportunities; managing the natural resources of the North and stimulating economic development and employment opportunities for northern residents; co-ordinating all federal government activities in the two territories; and further developing structures of self-government in the North.

The Program consists of three main areas of activity: Northern Policy and Programming; Northern Environment; and Northern Resources and Economic Planning.

The Program has a Public Affairs Manager in its Yukon and Northwest Territories Regional Offices.

Mailing Address:

Northwest Territories Region
(Northern Affairs Program)
4914 - 50th Street
Bellanca Bldg.
P.O. Box 1500
Yellowknife, N.W.T.
X1A 2R3
Telephone: (403) 920-8188

Yukon Region
(Northern Affairs Program)
200 Range Road
Whitehorse, Y.T.
Y1A 3V1
Telephone: (403) 668-5151

Northern Policy and Programming Branch

This Branch provides the focus within the Department for inter-departmental efforts to co-ordinate federal and territorial policies and programs affecting Canada's North. Responsible for policy development and evaluation, northern research, and special social, cultural and economic development programs for Northern Inuit. The Branch is divided into three Directorates: Northern Policy and Program Review; Northern Co-ordination and Social Development; and Hydrocarbon Development.

Northern Policy and Program Review Directorate

This Directorate examines major selected issues and proposed policy positions relating to the Department's responsibilities regarding northern affairs. Analyses and advises on broad policy issues and leads study groups for special assignments relating to policy matters. Provides and co-ordinates a staff for the Advisory Committee on Northern Development.

Manual

• Annual Northern Expenditure Plan Procedures Manual

Classes of Records

NA-500
Policy Development

Description: Policy analysis and policy development. *Topics:* General range of policy issues relating to the federal responsibility in the North.

Access Register — 1983

INA-520

Program Plans and Planning

Description: A complete source of information on all aspects of government activity in the Yukon and Northwest Territories. *Topics:* Long-range planning; operational planning and plans; strategic planning, work plans and government activities in the north by departments and agencies.

EDP System

- Expenditure System: Produces actual forecast and planned expenditures based on budget allocations, transfers received or disbursed, grants and contributions, loans, salaries by agencies operating in the North from the 1973-74 fiscal year to the present.

INA-540

Advisory Committee on Northern Development

Description: The support of the Advisory Committee on Northern Development. *Topics:* Sub-committees on communications, science and technology, transportation, finances employment of Native north-erners, northern training programs, agendas, minutes.

Northern Co-ordination and Social Development Directorate

This Directorate plans and recommends federal policies concerning the constitutional development of the Yukon and Northwest Territories. Monitors and analyses territorial legislation and programs, provides a contact point for the territorial government and develops policies and procedures for federal-territorial fiscal relations. Provides specialist services in matters of Inuit culture, language, communications, art and business. Also, has a northern research unit with roles in science support and scientific advice on matters of priority and concern to the Northern Program.

Classes of Records

INA-560

Territorial Government Administration

Description: Plans and policies for the administration and development of the Yukon and Northwest Territories governments. *Topics:* Councils of the Yukon and Northwest Territories — debates, elections, members, rules, territorial ordinances and legislative programs. Public ordinances arranged by individual ordinance.

INA-580

Federal-Territorial Agreements and Arrangements

Description: Agreements and arrangements with the Yukon and Northwest Territories.

INA-600

Cultures and Customs

Description: The cultures and customs of Inuit people. *Topics:* Arts and crafts — production, collection, conservation, exhibitions, trademarks, Inuit artists' biographies; Inuit orthography; language and dialect; Inuit music; books and publications about and by Inuit.

INA-620

Health and Social Services

Description: Health services and social services provided or available to native people in the North. *Topics:* Hospitals and nursing stations.

Indian Affairs and Northern Development

INA-640 Education

Description: Educational programs designed to raise the educational level of the native people of the North. *Topics:* Adult education — educational assistance; special and vocational training; language training; teachers and teaching; counselling and guidance; facilities and transportation.

INA-660 Justice and Law Enforcement

Description: Appointments of judges; justice of the peace; police magistrates; juvenile delinquents; vandalism; police services; legal aid; prisons and prisoners; studies, surveys, reports and statistics.

INA-680 International Affairs and Relations

Description: International affairs and relations with foreign countries. *Topics:* Arctic science co-operation; human rights; marine science.

INA-700 Cultural Grants

Description: Grants to outside organizations and individuals for the advancement of the Inuit culture. *Topics:* Exhibit opening and catalogues, arts and crafts, study tours and workshops, arts, music, theatre, dance, films, literature, languages, newspapers, anthropological, sociological studies and tours.

INA-720 Scientific Training Grants

Description: All applications made since 1963 by the various Canadian Universities in the Northern Scientific Training Grants Program. *Topics:* Training grants; Northern research.

INA-740 Northern Laboratories

Description: Information pertaining to the labs program; its daily management, annual use of the labs. *Topics:* Igloolik Resource Centre; Inuvik Resource Centre.

Hydrocarbon Development

This organization is responsible for the public review of all hydrocarbon transportation projects north of 60° both by land or by sea. As such, it provides the focal point within the department for the public review of hydrocarbon transportation applications north of 60°.

Manual

- 1972 Pipeline Guidelines

Classes of Records

INA-760 Pipelines

Description: The use of pipelines or tankers in the transportation of oil and gas. *Topics:* Pipeline proposals; Polar Gas Project; Arctic Pilot Project; Norman Wells Project; Esso Beaufort Oil Pipeline.

INA-780 Tankers

Description: The use of icebreaking tankers to transport oil or liquid natural gas from the Beaufort Sea or Arctic Islands. *Topics:* Dome

Petroleum; Beaufort Sea developments; Arctic Pilot Project; Norman Wells Project; Trans Canada LNG Project.

Northern Environment Branch

This Branch co-ordinates and develops policies, plans and regulations to protect the environment of the Yukon and Northwest Territories and the adjacent offshore regions, and sponsors applied research in this field. Develops the policy framework for environmental assessment of northern development and engineering on the northern environment. Manages land, forest and water resources north of 60°, administers surface rights and environmental regulations for northern Crown lands; and controls the use of land and water for hydro power developments on federal lands north of 60°. The Branch is divided into two directorates: Northern Environment Protection and Northern Renewable Resources.

Northern Environmental Protection Directorate

This Directorate co-ordinates, develops and recommends policies, plans and regulations for environmental protection in the Yukon and Northwest Territories and in the adjacent offshore regions. Reviews and assesses major offshore and onshore resource development proposals and engineering undertakings and makes recommendations for appropriate environmental terms and conditions to be incorporated in departmental permits and licenses. Directs an applied research program and serves as a link between the Northern Affairs Program and the Federal Environmental Assessment and Review Office.

Manual

- Environmental Screening Guidelines

Classes of Records

INA-800 Environmental Protection

Description: The environmental protection of the Canadian north. *Topics:* Pollution and pollutants of air, land and waters; pollution causes - garbage, industry, oil and gas, pipelines, radioactive material, waste disposal; recreation areas; water; projects, regulations, reports, surveys and studies; offences and violations of environmental laws.

INA-820 Wildlife

Description: Animals - diseases, furs, hides, hunting, hunting licenses and permits, predator control, preserves and sanctuaries, traps and trapping, regulations, studies and surveys; birds - diseases, licenses, traps, regulations, studies and surveys; fish - culture, diseases, licenses, regulations, studies and surveys, reports; insects.

Northern Renewable Resources Directorate

This Directorate is responsible for the planning, conservation and management of the inland water resources of the Yukon and Northwest Territories and the arctic sea waters adjacent to the mainland and islands of the Canadian Arctic. It regulates water use and licenses hydro electric power developments on federal lands north of 60°. It is also responsible for the protection, conservation and management of surface rights in Crown lands in the territories. It also conducts biophysical land resource inventories, regulates the surface use of land and controls the disposition of granular materials. As well, the Directorate is responsible for the protection and management of

Indian Affairs and Northern Development

northern forest resources including the cutting and removal of timber on territorial lands.

Manuals

- Fire Management Manual - N.W.T.
- Fire Management Manual - Y.T.
- Territorial Lands Act (Yukon Region)
- Territorial Lands Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Territorial Land Use Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Territorial Quarrying Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Territorial Timber Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Yukon Forest Protection Ordinance (Yukon Region)
- Northern Inland and Waters Act and Regulations (Yukon Region)

Classes of Records

INA-840 Lands

Description: The protection, conservation, management and administration of territorial lands under the control of the Department.

Topics: Territorial lands, legislation, land use-operations, Arctic land use, planning, inventory; surveys, mapping; reservations; roads, highways; airports, airstrips; recreation, parks; game preserves, sanctuaries, International Biological Program ecological sites; transfers; claims, Indian Reserves; pipelines; railways; electric power development; transmission lines; communication facilities; sub-surface rights; studies, assessments; granular materials; waste collection; agriculture; townsites, settlements; group/guard (land identifiers); trespass, Northern Land Use Planning; Ports, Harbours. Special Access Note: Claims arranged by individual claims. Arctic land use projects arranged by project name.

EDP System

- Land Transaction System: Contains information on land disposition, including leases, sales agreements, permits and reserve lands.

INA-860

Water Resources

Description: Control, development and management of water resources in the North. *Topics:* Hydro power; hydrometric network; meteorological and water quality networks; licenses; regulations; studies and surveys; licenses arranged by location.

INA-880

Forestry

Description: Control, development, management and protection from fire of forest resources in the North. *Topics:* Logs and logging; timber cutting rights, reserves, sawmills, surveys and studies, transportation; accidents and accident prevention and safety programs; forest fires - agreements, behaviour, detection, prevention, suppression and re-suppression, research, reports; weather forecast and stations.

Special Access Note: Permit information is available by permit number, name of permittee or location covered by the permit.

Northern Resources and Economic Planning Branch

This Branch is responsible for managing the federal government's proprietary interests in non-renewable resources (including minerals) north 60°; for developing policies and programs for northern road infrastructure; and for reviewing and advising on northern development strategies, policies and plans. Develops statistical data and analyses for northern economic planning activities. Formulates and co-ordinates development plans for particular regions in the North. Implements, in co-operation with the Territories, programs to provide equality of opportunity for northern residents. The Branch is divided into four directorates: Northern Non-renewable Resources; Northern Economic Planning; Northern Roads and Airstrips Directorate; and Socio-Economic Agreements.

Northern Non-Renewable Resources Directorate

This Directorate manages the mineral resources of the Yukon and Northwest Territories through the development and implementation of policies, programs, regulations and legislation designed to encourage and provide for the orderly exploration, development and conservation of the North's mineral resources.

The Directorate is also responsible for the management of the oil and gas resources through co-ordination with the Canada Oil and Gas Lands Administration, to ensure that northern policy objectives and concerns continue to be met.

Manuals

- Canada Oil and Gas Act
- Canada Oil and Gas Land Regulations
- Canada Oil and Gas Drilling Regulations
- Canada Mining Regulations
- Yukon Placer Mining Act (Yukon Region)
- Yukon Quartz Mining Act (Yukon Region)
- Territorial Coal Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Territorial Dredging Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Territorial Mining Safety Ordinance and Regulations (Yukon Region)
- Territorial Blasting Ordinance and Regulations (Yukon Region)

Classes of Records

INA-900

Mining

Description: The disposition and maintenance of mineral rights in the North. *Topics:* Accidents — prevention and safety; claims; coal; companies; dredging; exploration; experts; geology; inspections; maps and charts; prospecting and prospectors; placer mining (panning);

Indian Affairs and Northern Development

quartz mining; recorders and agents; regulations; research, studies and surveys, reports and statistics; mining leases; territorial coal exploratory licenses; mineral production royalties; technical exploratory work reports. N.B. Prospecting permits arranged by individual and company name. Placer and quartz dispositions should be identified by claim name and grant number. (Published up-to-date claim reference maps displaying this information are available to the public for this purpose at nominal cost.) Coal and dredging dispositions should be identified by locality and owner.

INA-920

Mining Engineering and Inspection

Description: The administration and enforcement of mine safety legislation in Yukon. *Topics:* Inspection reports on mining safety, electrical safety, and occupational environment, miners' medical certificates, blasting and magazine permits and mine rescue certificates. Arranged by: Name, owner and location of mine.

INA-940

Exploration and Geological Services

Description: Production and dissemination of geological information on Yukon. *Topics:* Published maps and reports, open-file maps and reports, including those submitted for representation work requirements. Also specialized libraries for air photos and drill core. Special Access Note: Locality, name and owner of mineral property; publication title, author and publisher.

Northern Economic Planning Directorate

This Directorate directs and advises on formulation of economic development policies and strategies for the North; directs economic and financial analysis of resource development projects; and advises on broad mineral and energy policies. Also advises on transportation and communication policies and projects. Advises on initiatives relating to the development of the native economy. Administers a comprehensive data management program that collects, compiles and interprets socio-economic information pertaining to the northern territories; provides statistical analysis.

INA-960

Economic Development

Description: Planning and development of programs to encourage economic development in the Canadian North. *Topics:* Agriculture; boating industries; northern businesses and co-operatives; communication systems; employment and labour; fishing; forestry; industrial development - funds, loans; minerals; oil and gas; recreation and tourism; taxation and royalties; transportation - air, railways, roads, water; lands - airports and airstrips, roads; energy, population growth and structure; northern native relocation; social aspects of employment.

INA-980

Socio-Economic Data Management

Description: Collection, compilation and statistical interpretation of socio-economic data pertaining to the territories. *Topics:* Economic accounts; socio-demographic studies; native affairs; industry sector information; general economic development.

Northern Roads and Airstrips Directorate

This Directorate's function is to plan and manage a new roads program in the two territories, taking into account economic, environmental and social impacts, and the effect of new roads on regional plans.

INA-1000

Northern Roads Program

Description: The planning and managing of a new roads program in the two territories taking into account economic, environmental and social impacts. *Topics:* Environmental studies; socio-economic considerations; incentives programs; finance; planning, design and construction; alternative modes of transportation. Special Access Notes: Arranged by road or highway title and subdivided according to construction sub-activity or consideration.

Socio-Economic Agreements Directorate

The Directorate directs and advises on programs of general development agreements with the territorial governments and DRIE (formerly DREE) to promote economic development; and socio-economic agreements with the mining and petroleum industries to maximize benefits to northern natives while minimizing negative impacts.

INA-1040

Manpower

Description: Manpower information on Northern projects (present, proposed), employers; socio-economic aspects of Northern development. *Topics:* Employment and recruiting; counselling; unions; studies, surveys, reports and statistics; memoranda of understanding; employment and recruiting arranged by company.

Canada Oil and Gas Lands Administration (COGLA)

The Canada Oil and Gas Lands Administration (COGLA) has been established to administer the federal regulation of oil and gas exploration and development on Canada Lands. It is the principal point of contact for proponents respecting operational matters. COGLA, on behalf of the Minister of DIAND, negotiates exploration agreements, grants permits for drilling work, inspects drilling operations and negotiates related Canada benefits plans for northern activity. The Administrator of COGLA reports to the Deputy Ministers of EMR and DIAND. Policy direction is provided by the Policy Review Committee, which includes senior personnel from both EMR and DIAND thereby ensuring that oil and gas administration is consistent with both northern and energy policies.

General information on the Canada Oil and Gas Lands Administration may be made in person, by telephone or in writing at the following addresses:

Mailing Address

Administrator
Canada Oil and Gas Lands Administration
Department of Indian Affairs and Northern Development
Ottawa, Ontario
K1L 6S4

Location

Canada Oil and Gas Lands Administration
Tower B, 355 River Road
Vanier, Ontario
K1L 6S4
Telephone: (613) 993-3760

Canada Oil and Gas Lands Administration

This organization administers referenced legislation for the Minister (INA) with respect to his jurisdiction for Canada Lands in the Yukon, the Northwest Territories, and the adjacent offshore areas, and for the Minister (EMR) with respect to his jurisdiction for

Indian Affairs and Northern Development

Canada Lands offshore the East Coast, the West Coast, in the Hudson Bay - Hudson Strait Region (jurisdiction delineated by line of administrative convenience defined in Schedule —VI—, Canada Oil and Gas Land Regulations), and onshore in federal public lands other than in the Yukon and Northwest Territories.

The Administrator of this organization maintains separate records and accounts of the oil and gas rights and associated expenditures and revenues (fees, rentals and royalties) and Environmental Studies Revolving Funds respectively under the jurisdiction of the Minister (INA) and of the Minister (EMR).

Classes of Records

INA-1100

Oil and Gas Lands

Description: The control, development and management of oil and gas lands in the North. *Topics:* Various oil and gas companies, agreements, leases, licenses and permits, records and statistics. Special Access Note: The name of the company should be included with each request.

EDP System

- Oil and Gas, Land Use and Land Accounting System: A large and complex system which maintains records of oil and gas land rights and associated financial information on the issuing of rights for oil and gas exploration and development in the North.

INA-1120

Oil and Gas Resources Evaluation

Description: The control, development and management of oil and gas in the North. *Topics:* Oil and gas exploration, evaluations, geology, geophysics, wells; studies and research, surveys, reports, statistics.

EDP Systems

- Oil and Gas Operations System: Contains geological well data, technical report data and financial information on Northern projects identified by lease or permit number.
- Oil and Gas Velocity Analysis System: Contains seismic shot point data and analyses of velocity trends thus providing capability for determining optimum locations for drilling wells.

INA-1140

Oil and Gas Engineering

Description: The control of drilling, production, conservation and transportation activities with respect to oil and gas development in Northern Canada. *Topics:* Committees; oil and gas accidents; accidents - prevention and safety; companies; engineering; engineering - drilling offshore, drilling onshore, drilling wells, drilling authorities, production systems, reservoirs; oil and gas regulations; reports; oil and gas research, spills, surveys and studies, transportation pipeline.

EDP System

- Oil and Gas Engineering and Geological Well Data System: A system which maintains engineering and production data for approximately one thousand oil and gas wells in the North.

Office of Native Claims

The Office of Native Claims was established within the Department in 1974 to deal with the increasing number of native claims being presented to the federal government. The claims are described as either specific or comprehensive. Specific claims are based on grievances that Indian people might have about the federal government's past administration of Indian lands and other assets under the various Indian Acts affecting Indians and reserve lands, and about the government's fulfillment or interpretation of the Indian treaties. Comprehensive claims are based on grievances of Indians, Inuit and Métis pertaining to the loss of their traditional use and occupancy of lands in those parts of Canada where any native rights based on such traditional use and occupancy have not been extinguished by treaty or superseded by law.

The Office of Native Claims represents the Minister and the federal government as the focal point for both specific and comprehensive claim negotiations with native groups across the country. It also reviews claims that have been presented to the government, in order to identify and analyse the legal, historical and factual elements relating to the claims.

Office of Native Claims

The Office of Native Claims is responsible for representing the Minister and the Department in both comprehensive and specific claims negotiations with native groups. Conducts the basic research and policy development and conducts negotiations ranging across social, legal, economic and political factors. Formulates policy positions and recommendations requiring close liaison and consultation within the federal government, with provincial and territorial governments, native associations, special consultants and experts. Devises a negotiation strategy and the correlation of advice and recommendations from several key federal departments including Justice and Finance, and of provincial and territorial governments concerned.

INA-1200

Native Claims

Description: Comprehensive and specific claims processing and negotiations. *Topics:* Claims issues and negotiations, policy positions, compensation of claims, claims process, eligibility of groups submitting claims obligations, rulings, decisions and precedents, hiring of consultants to conduct various services related to native claims.

Administration Area

The Administration area is responsible for the provision of policy and direction and central advisory and administrative services to the Indian and Inuit Affairs Program, the Northern Affairs Program, Corporate Policy Group and Office of the Native Claims. In terms of the Department's internal organization it comprises Finance and Professional Services, Communications Branch, Personnel Branch, and Departmental Audit Branch.

Finance and Professional Services

Finance and Professional Services is responsible for improving the management of the Department's financial resources and assisting departmental managers to develop the tools and methodologies they need to manage and operate more efficiently and effectively in order to meet government objectives; it consists of the following components.

Resource Planning and Analysis Directorate

This Directorate provides information and advice on all matters related to resource planning and utilization. Its functions include the co-ordination of the financial planning, budgeting and management reporting activities of the Department and the development and implementation of policies, systems and procedures to assist managers in the efficient and effective utilization of resources.

EDP System

- Person-Year Control System: Contains information on departmental person-year allocation and related budget.

Departmental Accounting Operations Branch

This Branch is responsible for the accounting systems and accounting operations in the programs of the Department. It develops new or improved financial and accounting policies, guidelines, systems and procedures and advises senior management and financial staff on the application of such improvements by directing the financial management training function.

EDP Systems

- Budgetary Control System: Contains all requisite financial information (viz. budget and cash allotments and expenditures) to identify the balance for any specific departmental function or project.
- Expenditure Accounting System: Contains expenditure data from the Budget Control System and provides a wide range of reports for management.
- Energy Purchases Data Capture Reporting System: Contains financial information re energy purchased vs. energy consumed.
- Supply and Services Canada/Expenditure Accounting System Reconciliation Sub-System: Contains coded financial information from the departmental Expenditure Accounting System and financial systems of Supply and Services Canada.
- Project Accounting System: Provides financial and project status information on capital projects.
- Machine Readable Interface: Contains expenditure transaction information compiled for the Budget Control System and Supply and Services Canada systems (e.g. payment, journal vouchers, receipts).
- Indian Lease Billing System: Contains information on accounts receivable for all funds derived from the leasing of reserve lands.

Headquarters Financial Services

Headquarters Financial Services is responsible for recording the transactions and reporting the financial implications of all financial decisions taken by managers at headquarters. In doing so, it uses the computerized Budgetary Control System, implemented on April 1, 1978, which provides managers with the financial systems they need to carry out their operational duties.

Management Services Branch

The Management Services Branch is mandated to develop the tools - and to provide assistance to managers - that will provide more

effective and efficient management. It also provides the Department's central administrative services, information systems, management services and data processing services.

EDP Systems

- Automated Distribution Account System: Contains an inventory of all office equipment, furniture, within the Department.
- Infotheque Data Storage and Retrieval System: Contains textual information in any form with a retrieval capability (based on key words).
- Library Periodical Ordering System: Contains all publishing and expenditure information necessary to control and reorder the several thousand periodicals used within the Department.
- Materiel Management Inventory System: Contains an inventory of office supplies, forms and publications used by the Department.
- Information Systems Directorate Control System: Contains a list of all departmental magnetic tape files, chronology of use and identification of costs incurred.
- Information Services Inventory System: Contains an inventory listing of the 2,000 (plus) departmental publications.
- Manpower Utilization System: Contains person-year data including positions and budget broken down by responsibility centre, activity, program and region.

Technical Services and Contracts Branch

This Branch is responsible for the technical planning, design, procurement, project management, technical operation and maintenance and contracting for real property facilities and other capital assets by developing policies, standards, guidelines and systems related to these responsibilities; provision of technical advisory services; implementation of capital projects; fire protection and prevention; construction safety and management of national programs with a high technical content. The Branch is divided into two Directorates: Professional Services; and Contracts and Services.

Manual

- Engineering, Architecture and Contracts Manual (DRM 10-7)

Professional Services Directorate

This Directorate manages the provision of professional technical services in the fields of engineering, architecture, landscape architecture, physical planning and other technical support fields which are inherent in the life cycle management of real property and other capital assets and includes technical planning, design, procurement, project management, technical operations, maintenance, development and implementation of technical systems and information and technical advisory services.

Manuals

- Property for School Facilities on Indian Reserves (B.C. Region)
- Minister's Responsibility Construction Activities on Indian Reserves & Lands (B.C. Region)
- Terms of Reference to Project Officer (B.C. Region)

Indian Affairs and Northern Development

- Guideline for Project Completion Report DRM No-7/42.7 (B.C. Region)

Classes of Records

INA-1300

Buildings, Lands and Properties

Description: Includes the technical planning, design, construction of, procurement or contracting for project management, alteration or repair of technical operation and maintenance, fire prevention and safety, energy conservation for buildings; utilities, electrical, gas, heating systems, garbage disposal, water and sewage systems; roads and bridges; grounds and certain equipment.

Contracts and Services Directorate

This Directorate manages the development and delivery of the contracting process as performed by the departmental contract units including such activities as tender call, requests for proposals, review of responses, contracts award, claims, disputes and contract administration covering construction, consulting and non-consulting contracts; management of national programs with high technical content; promulgation of technical information; fire protection and prevention; mapping, photogrammetry and cartography.

INA-1320

Contracts - Technical Documents and Records

Description: Construction and service contracts, hiring of consultants. *Topics:* Technical reports, engineering and architectural drawings and specifications for certain existing departmental assets across Canada.

Management Improvement Project

The goal of the Management Improvement Project is to improve planning and control through the design and implementation of more effective planning and control procedures and streamlining of information systems throughout the Department.

INA-1340

Management Improvement

Description: Includes records relating to the development of improved planning and control systems throughout the Department. *Topics:* Management improvement studies, work simplification, office surveys, management information systems, operational performance measurement systems.

Communications Branch

This Branch is responsible for defining departmental communications objectives; sets standards for communication; establishes an annual communications plan; provides communication quality control; provides functional direction to program communications staff; provides

advice and a communications service to the Minister, the Deputy Minister and senior management.

INA-1360

Communications

Description: Public (including media), interprogram, interdepartmental, intergovernmental information and briefing materials; communications planning, evaluation, strategy development and programming. *Topics:* Communications plans, policies, studies, evaluation, programs, meetings and contracts; publications; government/departmental communications guidelines, services, requirements; special communications events; media evaluations; public, and media and government requests for information; Information Services Institute, communications planning for Cabinet; information on departmental mandates, objectives, programs and activities.

Personnel Branch

The main responsibilities of the Personnel Branch are to advise the Deputy Minister with regard to the management of the Department's personnel resources; to formulate the personnel administration program in the Department; to develop policies and programs designed to enhance the Department's performance in personnel administration and human resources utilization; to provide support, advice and functional guidance to senior managers and regional personnel officers in relation to the implementation of personnel administration policies, programs and procedures; to monitor and evaluate personnel administration activities within the Department; and to ensure the quality, effectiveness and statutory compliance of the personnel administration services provided to managers throughout the Department. These services include classification, compensation and benefits, employee health and safety; staffing and human resources planning; staff training and development; staff relations; native employment; equal opportunities for women, Francophones and handicapped; official languages and employee assistance programs.

EDP System

- Departmental Personnel Information System: Contains personnel data on all departmental employees with specific focus on positions.

The Departmental Audit Branch

The Departmental Audit Branch provides the Deputy Minister and his management team with an assessment of the Department's operations and the integrity with which public funds are acquired and expended. The Branch performs a variety of functions including the development and implementation of a departmental audit policy and program; co-ordination and execution of all departmental audit operations (except Band audits); and co-ordination of contact with and of all audit matters emanating from the offices of the Auditor General, Comptroller General and other central agencies.

Industry, Trade and Commerce

Background

When the Department of Industry, Trade and Commerce was formed in 1969, it was given the broad mandate of assisting in the development and support of the Canadian economy. The Parliamentary Act establishing the Department said, in part: "The duties, powers and functions of the Minister of Industry, Trade and Commerce extend to and include manufacturing and processing industries in Canada, tourism, and trade and commerce generally."

The objective of the Department is to further the growth, productivity, employment opportunities, and prosperity of the Canadian economy through the efficient development of Canada's manufacturing and processing industries, and the expansion of trade and tourism.

The Department of Industry, Trade and Commerce is in the process of being reorganized as a result of a plan announced in early 1982. As part of this plan, a Department of Regional Industrial Expansion is to be created through the amalgamation of the regional programs of the Department of Regional Economic Expansion (DREE) with the industry, small business and tourism components of the Department of Industry, Trade and Commerce. Also, in recognizing that international trade is an activity based on all sectors of the Canadian economy and requires greater emphasis in the conduct of Canada's foreign relations, the trade side of the Department of Industry, Trade and Commerce is being amalgamated with the Department of External Affairs. Other government measures see the Department of Consumer and Corporate Affairs assume responsibilities for the Metric Commission and the Standards Council of Canada, and the Department of External Affairs assume responsibilities for the Export Development Corporation and the Canadian Commercial Corporation.

Laws and Regulations:

- Federal Business Development Bank Act
- Foreign Investment Review Act - Foreign Investment Review Regulations
- Industry, Trade and Commerce Act - Automotive Manufacturing Assistance Regulations; Canada Cycle and Motor Company Limited Enterprise Development Regulations; Canadian Industrial Renewal Regulations; Consolidated Computer Inc. Adjustment Assistance Regulations; Consolidated Computer Inc. Enterprise Development Regulations; Enterprise Development Regulations; Footwear and Tanning Industries Assistance Regulations; General Adjustment Assistance Regulations; Pharmaceutical Industry Development Assistance Regulations
- National Design Council Act
- Small Businesses Loans Act - Small Businesses Loans Regulations
- Textile and Clothing Board Act

Organization

The Department of Industry, Trade and Commerce is organized into the following main groups: Finance; Industry and Commerce Development; Policy; Tourism and a Staff Group. (These groups are subject to change as a result of the departmental reorganization referred to above.)

The Finance group manages the Department's finances and is responsible for the central departmental administrative services. It comprises nine organizational units: Small Business Secretariat; Programs Branch; Corporate Analysis Branch; Financial Policy and Liaison

Branch; Corporate Financial and Systems Branch; Corporate Resource Management Branch; Administrative Services Branch; Import Analysis Directorate; and the Business Opportunities Sourcing System. The functions of each unit and the classes of records it holds are described subsequently.

The Industry and Commerce Development group encourages and assists Canadian industries to achieve efficient and sustained growth in the production of goods and services and assists these industries to adjust to changes in the domestic and international economic environments. Through incentive and other assistance programs it helps Canadian industry to develop new products and processes, to increase productivity, and to achieve international competitiveness. The group consists of 14 organizational components. In addition to the specialized functional expertise provided by the Technology Branch, Design Canada, the Energy Group and the Office of Industrial and Regional Benefits there are 10 branches covering the principal manufacturing, processing and service industries: Aerospace and Marine Branch; Surface Transportation Branch; Electrical and Electronics Branch; Machinery Branch; Textiles and Consumer Products Branch; Chemicals Branch; Food Branch; Resource Industries Branch; Grains Marketing Office; and Office of Service Industries. The function of each unit and the classes of records it holds are described subsequently.

The Policy Group co-ordinates and integrates the policy work of the Department and conducts various analytic studies in support of the Department's aims and objectives. It comprises two organizational components: the Office of Policy Co-ordination and the Office of Policy Analysis. The functions of each Office and the classes of records held are described subsequently.

The Canadian Government Office of Tourism, the Tourism group, co-ordinates the promotion of travel to and within Canada and assists in the development of the Canadian tourism industry. It is responsible for planning and developing tourism policy and for establishing a tourism data base. The group comprises two branches: the Tourism Marketing Branch and the Tourism Development Branch. The function of each branch and the classes of records it holds are described subsequently.

The Staff Group carries out staff functions in support of departmental management. It includes five organizational units: Corporate Planning Branch, Office of Departmental Review, Personnel Branch, Public Information Directorate and the Departmental Secretariat. The functions of each unit and the classes of records it holds are described subsequently.

Main ITC Programs

Not long after the Department of Industry, Trade and Commerce was formed, it was decided that the Department should base its operations on three main programs which are: the Trade-Industrial Program, the Tourism Program, and the Grains and Oilseeds Program.

Trade-Industrial Program

This program has the largest of the Department's budgets and, in terms of emphasis, is its largest activity. Its main objective is to achieve efficient and sustained growth in the production and trade of Canadian goods and services. It works to help Canadian industries adjust to changes in both the domestic and international marketplaces.

The program also has three sub-objectives:

- (1) to improve the performance and the international competitive

Industry, Trade and Commerce

position of Canadian industries, (2) to increase the total effective market for goods and services produced by the Canadian economy, and (3) to assist all sectors of Canadian society in an orderly conversion to the International System (SI) of metric units in a manner consistent with the main objective of the Trade-Industrial Program.

Tourism Program

The main objective of the Tourism Program is to sustain the orderly growth of tourism in Canada.

Like the Trade-Industrial Program, the Tourism Program is closely involved with the private sector and recognizes the need to stimulate industrial growth. Co-ordination of the tourism development activities of the federal and provincial governments, as well as the private sector, is a priority of the program.

Grains and Oilseeds Program

The objective of this program is to maintain an orderly market system for Canadian grains and oilseeds and to expand markets for these products.

The program provides market intelligence and other services. Financial incentives are offered for product improvements, and assistance is given in marketing these products. The program is also concerned with grains and oilseeds policy negotiations.

Management of the program comes under the authority of the Minister responsible for the Canadian Wheat Board but the Minister of Industry, Trade and Commerce is responsible for administering payments made under the program and for its marketing operations.

Assistance Programs

In support of its three main programs the Department of Industry, Trade and Commerce has developed a wide range of incentive programs to help Canadian businesses identify and develop markets for their products and services and to assist in financing sales.

Co-Operative Overseas Market Development Program (COMD)

The Co-operative Overseas Market Development Program seeks to stimulate integrated growth and diversifies the market base of the wood products industry in British Columbia by increasing offshore exports of lumber, plywood and other wood products. The program is the result of a co-operative agreement among the federal government, the province of British Columbia and the Council of Forest Industries of British Columbia.

Credit Reinsurance Program

The Credit Reinsurance Program helps small and medium-size businesses obtain loans by sharing the risk of the companies which insure such loans. It is designed to assist manufacturing and processing businesses making investments in land, buildings or equipment through long-term funding insurance.

Through the program, private insurance companies will be established under existing federal legislation in order to offer 100 per cent insurance on loans made to small and medium-size companies by eligible lenders. The loans, in the \$1 million to \$5 million bracket, will, in turn, be reinsured by the federal government.

Defence Industry Productivity Program (DIPP)

The Defence Industry Productivity Program provides financial assistance to industrial firms involved in the production of defence or defence-related products for export.

Under the program, assistance is available for three major types of projects: (a) the research and development of products for export purposes, (b) acquisition of modern machine tools and other advanced manufacturing equipment to meet exacting military standards, (c) pre-production expense involved in establishing manufacturing sources in Canada for defence or defence-related export markets.

Costs of selected projects are equally shared by the Department and the firm concerned, and, in some instances, by the governments of other NATO countries. The form and amount of the assistance depends on the needs of the company and the potential of the project.

Enterprise Development Program (EDP)

The Enterprise Development Program is designed to assist small and medium-size firms undertaking relatively high risk innovative or adjustment projects.

Eligibility for assistance basically depends on the viability of the project and the applicant's business operation, the need for assistance, and the nature of the industry involved. EDP provides support by sharing project costs or providing insurance on term loans on a last resort basis. Assistance is available in several forms, including: (a) contributions to develop proposals for projects available for assistance, (b) contributions to identify new projects, (c) contributions for product development, (d) contributions for product design, (e) contributions to manufacturers to study productivity improvement, (f) loans and loan guarantees for reorganization (e.g., plan expansion, equipment modernization), (g) special purpose forms of assistance (e.g., assistance to facilitate mergers and acquisitions, restructuring assistance for the footwear and tanning industries, and contributions to assist the development of new pollution control and abatement technologies).

Industrial and Labour Adjustment Program

Four federal government institutions, Employment and Immigration Canada, Labour Canada, the Department of Regional Economic Expansion, and the Department of Industry, Trade and Commerce participate in the Industrial and Labour Adjustment Program.

As its part of the program, the Department of Industry, Trade and Commerce provides assistance to manufacturing and processing firms undertaking projects to establish, expand or restructure operations in designated communities. The major thrust is to encourage firms to undertake viable capital projects in designated Canadian communities in response to serious industrial dislocation situations.

The principal focus is on promising small and medium-sized manufacturing and processing firms prepared to undertake projects which would not otherwise be undertaken. Communities are designated by the government for a one-year period, with a possibility of two six-month extensions. Assistance is provided in the form of non-repayable contributions towards consulting costs and repayable interest-free contributions towards capital and reproduction costs.

Industry Energy Research and Development Program (IERD)

The Industry Energy Research and Development Program encourages the development of new and improved processes and equipment to

reduce energy consumption in industry. All Canadian companies, consulting firms, trade and research associations, formal and informal groupings of companies and individuals are eligible for assistance. The Department of Industry, Trade and Commerce contributes up to 50 per cent of the estimated cost of approved projects.

Institutional Assistance Program

This program comprises three sections. The Scholarships and Studies Section consists of grants to individuals, educational institutions, non-profit organizations or companies. Its objective is to encourage industrial and trade development by encouraging the development of course material or post-graduate programs to improve technical or managerial skills and by obtaining information for the development of industrial policies.

The objective of the Institutions Section is to encourage industrial and trade development by assisting in the establishment of centres or institutes which provide specialized services to industry. The program provides contributions for up to eight years, after which time a centre or institute is expected to be financially self-sufficient from revenue earned through contracts for services to industrial clients.

The objective of the third section of the Institutional Assistance Program is to encourage industrial or trade development by providing contributions to organizations or individuals to enable them to provide selected services or information to Canadian industry.

Inter-Firm Comparison Program

The Inter-Firm Comparison Program helps individual companies improve their productivity and profitability by identifying, on a confidential basis, their relative strengths and weaknesses in comparison to others in the same industry.

Machinery Program (MACH)

The Machinery Program is designed to assist both producers and users of machinery in Canada. It provides a reasonable measure of tariff protection to machinery manufacturers, and allows users of machinery to obtain remission of duty on imported capital equipment which is not available from Canadian production.

The program deals with all machinery and equipment imported under the nine tariff items, which cover the bulk of Canadian machinery imports. Remission of duty is granted to help encourage the expansion and efficiency of Canadian manufacturing.

Product Development Management Program

The Product Development Management Program provides contributions to encourage the increased use of design in the development of products by assisting small and medium-sized manufacturers to use professional design resources.

Program for Export Market Development (PEMD)

This program provides incentives for Canadian firms to enter or expand foreign markets. It provides grants of up to 50 per cent of the costs incurred in breaking into new markets, and shares with the business community the financial risk of entering foreign markets.

Shipbuilding Industry Assistance Program (SIAP)

This program provides assistance to Canadian shipbuilding firms. It offers subsidies amounting to 9 per cent of the audited eligible costs of approved shipbuilding projects. The subsidies are intended to help the

shipbuilding industry maintain and improve its competitiveness in bidding for new orders in the face of design competition. Assistance is provided to establish shipbuilders involved in the building and conversion of ships to specified minimum sizes.

Small Business Loans

Under the Small Business Loans Act, the federal government will guarantee loans up to \$100,000 which small businesses can negotiate with chartered banks and other designated lending institutions. These loans can be used for the purchase or modernization of equipment or premises, and for the purchase of land. The rate of interest on the loans is set at 1 per cent over the prime lending rates of the chartered banks and fluctuates with changes in the prime lending rate for the term of the loan.

Applications are accepted from any business in Canada with gross revenue that does not exceed \$1.5 million in the year of application. Eligible borrowers include those involved in manufacturing, construction, communications, transportation, the service industries, or wholesale or retail trade.

Support for Technology Enhanced Productivity (STEP)

This program promotes the manufacture and use of electronics in Canadian industry. It supports world competitive research and development, and capital investment in manufacturing and software projects. The program includes an industrial education program; federal support for a country-wide network of ten microelectronics centres to provide technological advice and assistance in every province, particularly for small and medium-sized firms; a set of incentive programs to share the costs of feasibility studies and of implementing the investment plans; and funding support for the costs of designing custom—chips—specialized miniature integrated circuits.

Tourism Assistance Programs

The Canadian Government Office of Tourism offers a wide range of assistance to the travel industry. The modes of assistance are varied and aimed at specific areas of the industry.

The Office organizes and participates in travel promotions, seminars, travel shows, fairs, exhibits and events such as Rendez-Vous Canada and Tour-Can, aimed at the travel trade and travel influencers in allied fields.

It also provides assistance to travel editors, writers, broadcasters, filmmakers, lecturers, tour organizers and other travel influencers with a view to enabling them to promote Canada as a tour destination more effectively. Technical assistance is provided through the Photo Services Program, the Canada Travel Film Program and the distribution of promotional material.

Tourism advertising creates a positive acceptance environment for the total Canada tourism product and facilitates the promotion and sale by industry members of their individual products.

Contributions are provided for management, technical, and career-oriented seminars and workshops. Contributions are also provided to the tourism industry in the preparation of research reports, development of curricula, manuals and publications to promote marketing research and marketing programs.

Access to Information

The Department of Industry, Trade and Commerce disseminates on a continuing basis considerable information to the public through several channels. These channels are open to receive and respond to informal requests for information, that is, requests which are not formal requests for records under the Access to Information Act. Chief among the informal channels of communications are:

- (1) Departmental officials who regularly and informally provide information to business clientele, the news media, etc.
- (2) The Communications Branch, which relays information about the department and its activities through news releases, specialized promotional services, advertising and regular contact with the news media. The Branch supervises the production of films and audio-visual material and prepares publications about departmental programs and services, Canadian business and industry, industrial design, and other subjects of interest to the business community such as those contained in the *Doing Business in Canada* and *Markets for Canadian Exporters* series of booklets. Publications are distributed through the Business Information Centres in ten departmental Regional Offices and the Business Center in Ottawa.
- (3) The Business Centre in Ottawa is the central contact point within the Department for Canadian and foreign business people seeking information about federal programs and services. It provides information, advice and guidance about the programs, services, and other types of assistance offered by the federal government to the business community. It keeps abreast of current economic and commercial developments and maintains an extensive bank of information about government programs and activities at the federal and other levels for reference in responding to enquiries.

Business Office
1st Floor, Centre Area
Department of Industry, Trade and Commerce
235 Queen Street
Ottawa, Ontario
K1A 0H5
Telephone: (613) 995-5771

A similar service to that of the Business Centre in Ottawa is provided locally by a Business Information Centre at each of the ten Regional Offices of the Department. Enquiries should be directed to:

Newfoundland Region

ITC Business Information Centre
Suite 702, Atlantic Place
215 Water Street
P.O. Box 64
St. John's, Newfoundland
A1C 6C9
Telephone: (709) 737-5000

Prince Edward Island Region

ITC Business Information Centre
Dominion Building
97 Queen Street
P.O. Box 2289
Charlottetown, P.E.I.
C1A 8C1
Telephone: (902) 894-3926

Nova Scotia Region

ITC Business Information Centre
Suite 1124, Duke Tower
5251 Duke Street
Scotia Square
Halifax, Nova Scotia
B3J 1P3
Telephone: (902) 426-7910

New Brunswick Region

ITC Business Information Centre
Suite 642
440 King Street
Fredericton, New Brunswick
E3B 5H8
Telephone: (506) 452-3808

Quebec Region

ITC Business Information Centre
Room 4328
800 Victoria Square
P.O. Box 247, Stock Exchange Tower,
Montreal, Quebec
H4Z 1E8
Telephone: (514) 283-8185

Ontario Region

ITC Business Information Centre
Suite 4840
1 First Canadian Place
P.O. Box 98
Toronto, Ontario
M5X 1B1
Telephone: (416) 369-4941

Manitoba Region

ITC Business Information Centre
507 Manulife House
386 Broadway Avenue
Winnipeg, Manitoba
R3C 3R6
Telephone: (204) 949-6163

Saskatchewan Region

ITC Business Information Centre
4th Floor
1955 Smith Street
Regina, Saskatchewan
S4P 3N8
Telephone: (306) 359-6666

Alberta and Northwest Territories Region

ITC Business Information Centre
Corner Point Building
Suite 505
10179 105th Street
Edmonton, Alberta
T5J 3S3
Telephone: (403) 420-2952

British Columbia and Yukon Region

ITC Business Information Centre
Suite 2743
P.O. Box 49178
Bentall Centre, Tower —111—
595 Burrard Street
Vancouver, British Columbia
V7X 1K8
Telephone: (604) 666-2014

4. The Departmental Library is the research centre of the Department. The library contains a wide variety of publications and reference works. These include books, periodicals, pamphlets, government documents, and items on microfilm or microfiche. The subject matter covered ranges from the fields of administration and management to those of trade and foreign relations. The library is open for purposes of research to business people, members of the academic community at the graduate level or higher, and officials of the Department of Industry, Trade and Commerce and other federal government institutions. The library is located at:

Library (93/1)
3rd Floor West
Department of Industry, Trade and Commerce
235 Queen Street
Ottawa, Ontario
K1A 0H5
Telephone: (613) 992-4947

Formal Requests Under the Access to Information Act

The Co-ordinator, Access to Information and Privacy, handles all formal written requests for access to any record under the control of the Department. All such requests made under the Access to Information Act should be in writing and directed to:

Co-ordinator
Access to Information and Privacy (46)
3rd Floor East
Department of Industry, Trade and Commerce
235 Queen Street
Ottawa, Ontario
K1A 0H5
Telephone enquiries may be made by calling: (613) 996-0464.

Office of Policy Analysis

The Office of Policy Analysis conducts various policy and analytical studies in support of the Department's aims and objectives. It consists of three components all of which share common classes of records:

Trade and Structural Analysis Directorate

This Directorate is responsible for carrying out in-depth analytical projects relating to international economics and industrial development issues. The studies focus on the impact of these areas on the structure of the Canadian economy and associated medium-term economic policy. Special attention is given to the analysis of energy developments, new trading relationships and the sectoral development of the Canadian economy. The Directorate represents ITC in a number of international and interdepartmental organizations such as

the Economic Co-operation and Development's Industry Committee, the Working Group of the Industrial and Labour Adjustment Program.

Economic Intelligence Directorate

The Economic Intelligence Directorate is responsible for the analysis and assessment of short-term economic developments both in Canada and in the world at large. It provides regular written and oral briefings and reports on these developments to the Ministers, Policy Committee and other departmental units.

Micro Economic Analysis Directorate

The Micro Economic Analysis Directorate provides the department with economic and statistical analysis of selected major issues. The analysis focuses on selected labour market and industrial adjustment problems, technological change, research and development issues and the nature and function of multi-national enterprises, as well as the broad issues raised by foreign ownership and control. The Directorate is responsible for conducting the bi-annual surveys of capital investment intentions and the Foreign-Owned Subsidiaries Survey. The Directorate also co-ordinates the departmental position on major statistical issues and problems.

Manuals

- International Trade Data Bank Overview and General Specifications

Classes of Records

ITC-10

Economic Policy and Analysis - Generally

Description: This class covers information relating to the Branch's activities and involvement with the public and private sectors, including other departmental organizations that would not be contained in other classes of records. *Topics:* Economic Policy and Analysis - Generally; Companies, Corporations, Firms; Corporation Returns Survey; Interdepartmental Committee on Trade and Industrial Policies; Political and National Issues; Program Evaluations; Studies.

ITC-20

Data Bases and Information Systems

Description: This class covers information relating to the Branch's activities and involvement in the development and operation of data bases and information systems. *Topics:* Data Bases and Information Systems; Computer Services and Consultants; Data Banks; International Trade Data Bank; Models - Canadian, International and Industry, Trade and Commerce; Micro Studies Project; Federal Labour Incentives Program.

EDP System

- Some information on subject topic, International Trade Data Bank is contained in the International Trade Data Bank computer system.

ITC-30

Economy

Description: This class covers information relating to reviews and surveys by the Branch of national and international economic issues

Industry, Trade and Commerce

and their implication on the Department's policies. *Topics:* Economy - Generally; Economic Situation and Outlook; Inflation; Investment; Capital Investment Survey; Productivity and Competitiveness; Regional Development.

EDP Systems

- Some information on subject topic, Economy (Generally), is contained in the Composite Indices computer system, and the Advanced Economic Research Information Centre computer system.
- Some information on subject topic, Economic Situation and Outlook, is contained in the Statistical Services computer system.
- Some information on subject topic, Capital Investment Survey, is contained in the Capital Investment Survey computer system.

ITC-40

Government Policies

Description: This class covers information relating to the Branch's activities and involvement with government-wide policy issues as they affect industrialization and trade matters. *Topics:* Government Policies - Generally; Competition; Energy; Fiscal; Income (Wage and Price Controls); Manpower and Employment; Science and Technology.

EDP Systems

- Some information on subject, Government Policies (Generally), is contained in the Canadian Explor Model 2 Development computer system.
- Some information on subject topics, Manpower and Employment, is contained in the Labour Force Tracking computer system.

ITC-50

Industrial Development

Description: This class covers information relating to the Branch's reviews and studies of Canada's industrial development policies and strategies. *Topics:* Industrial Development - Generally; Incentives and Disincentives; Industrial Support Programs; Enterprise Canada —77—; Industries Studies/Information; Textile and Clothing Industry; Post Quota Clothing and Footwear Prices; Resource Upgrading

EDP Systems

- Some information on subject topic, Industries Studies/Information, is contained in the Footwear Model and Related Analysis computer system, and the Clothing Model Sub-System computer system.

ITC-60

International Issues

Description: This class covers information relating to international trade, development and co-operation matters such as markets, agreements, negotiations, treaties, tariffs as identified in the subject topics. *Topics:* International Relations; Trade Agreements, Negotiations, Treaties; Export Programs; Organization for Economic Co-operation and Development; General Agreement Trade and Tariff (GATT); Multilateral Trade Negotiations (MTN); Multinational Enterprises; Tariffs.

EDP Systems

- Some information on subject, International Relations, is contained in the Trade Data computer system.

- Some information on subject, Multinational Enterprises, is contained in the Foreign-Owned Subsidiaries Survey computer system.

Office of Policy Co-ordination

The objective of the Office of Policy Co-ordination is to ensure the various policy and program proposals for consideration by the Minister of Industry, Trade and Commerce are adequately formulated, co-ordinated, and integrated into a coherent set of initiatives departmentally, within the framework of the Government's overall economic development, policy direction, and priorities. It supports the Departmental Policy Committee in the drafting, formulation and recommendation of policies and programs concerned with international trade and industrial/regional development. It also prepares the departmental strategic plan identifying key industrial development policy issues and advises senior management on regional and federal/provincial concerns.

The Office comprises three Directorates: Trade and Industrial Policy, Regional Policy and General Policy.

Briefly stated the main activities of its three Co-ordination Directorates are:

Trade and Industrial Policy

This Directorate is responsible for the formulation, co-ordination, and integration of various departmental trade and industrial development policies and strategies. It focuses on sectoral manufacturing strategies and projects.

Regional Policy

This Directorate is responsible for the formulation, co-ordination and integration of the regional dimensions of departmental industrial and trade policies, and for the co-ordination of departmental policies and strategies with the regional economic development policies of the Department of Regional Economic Expansion and Central Agencies concerned with policy matters.

General Policy

This Directorate is responsible for the formulation, co-ordination and integration with the national industrial and trade policy framework of departmental activities concerned with the complex of industrial development policy issues related to resource industries and energy development and with industrial innovation.

Classes of Records

ITC-70

General Policy

Description: This class covers information relating to the planning, development and co-ordination of policies within the Department of Industry, Trade and Commerce. *Topics:* Strategic Planning; Industrial Innovation; Industrial and Regional Benefits; Shipbuilding; Export Financing; Government Procurement; Energy Related Issues; Resource Industries Policies.

ITC-80

Trade and Industrial Policy

Description: This class covers subjects relating to the formulation and recommendation of policies dealing with trade or industrial development. *Topics:* Industrial Development Policies; Sectoral Manufacturing Strategies and Projects; Industrial Opportunities Program; Small Business; Trade Strategy.

ITC-90

Regional Policy

Description: This class of records covers subject and issues relating to the development of policies and strategies at the regional or federal-provincial level. *Topics:* Regional Development Policies and Strategies; Provincial Industrial Policies; Federal-Provincial Policies; Common Market Issues; Locational Investment Issues.

Corporate Financial and Systems Branch

The Corporate Financial and Systems Branch is responsible for the management of the corporate financial functions of the Department by establishing, maintaining and operating systems of financial administration to ensure adherence to the pertinent statutory and regulatory requirements of Parliament, Cabinet Committees and central agencies, as well as departmental operating and managerial requirements for financial visibility, control and accountability.

In addition, the Branch is responsible for the integration, development and establishment of computer based corporate management information systems.

Classes of Records

These are in addition to financial and administrative records listed in the Standard Classes of Records Section of the Access Register.

ITC-100

Corporate Systems - Generally

Description: The Branch's involvement with associations and organizations from the public and private sectors, including federal, provincial and foreign governments, as well as the activities relating to the Business Opportunities Sourcing System, that would not be contained in other classes of records. *Topics:* Corporate Systems - Generally; Acts and Legislation; Associations, Committees, Organizations, Institutes and Societies; Conferences and Meetings; Co-operation and Liaison; Reports and Statistics; Studies and Surveys; Trade Agreements, Negotiations and Treaties.

ITC-110

Computer Based Systems

Description: This class covers information relating to the development, integration and operations of computer based management information systems. *Topics:* Data Administration.

EDP System

- Some information on subject topic, Data Administration, is contained in the computerized Corporate Systems Division Data Dictionary, and the Machine Tool Inventory computer system.

Financial Policy and Liaison Branch

The Branch co-ordinates policy and liaison with Crown Corporations, agencies and financial institutions in the private sector. It is responsible for the development and co-ordination of advice on the financial implications of policies and programs across the Department.

Classes of Records

ITC-120

Financial Policy and Liaison - Generally

Description: This class covers information relating to the Branch's activities and involvement with various associations, organizations and firms from the public and private sectors, as well as activities with other sectors of Industry, Trade and Commerce which are not contained in other classes of records. *Topics:* Financial Policy and Liaison - Generally; Acts and Legislations; Associations, Committees, Organizations, Institutes, Societies, etc.; Conferences and Meetings; Co-operation and Liaison: Companies, Corporations and Firms, Federal and Provincial; Corporate Finance and Analysis.

ITC-130

Domestic Financial Institutions and Markets

Description: This class covers information relating to the activities of Canadian Financial Institutions and the analysis and review of investment and financial markets. *Topics:* Financial Institutions - Generally; Canada Development Corporation; Canadian Chartered Banks; Economic Development; Federal Business Development Bank; Financial Markets; Investment.

ITC-140

Export Promotion and Financing

Description: This class covers information relating to foreign and domestic institutions, including government programs, providing export promotion and financing facilities. *Topics:* Export Promotion and Financing - Generally; Canadian; Countries; Export Financing Studies; Foreign; International Arrangements.

ITC-150

Official Development Assistance and International Financial Institutions

Description: This class covers information relating to international organizations and associations whose work affects export promotion and financing. *Topics:* Official Development Assistance and International Financing - Generally; African Development Bank; Asian Development Bank; Canadian International Development Agency (CIDA); Caribbean Development Bank; Commonwealth Secretariat; Inter-American Development Bank; Organization for Economic Co-operation and Development (OECD); United Nations; World Bank Group.

Corporate Analysis Branch

The Branch serves as the financial and economic analysis centre for the evaluation of industrial development projects. Emphasis is placed on analytical requirements of the Enterprise Development Program, the Defence Industry Productivity Program and the Shipbuilding Industry Assistance Program. It measures and evaluates the financial and economic implications of major departmental initiatives in the industrial development area, as they relate to departmental programs.

Classes of Records

ITC-160

Corporate Analysis Branch - Generally

Description: This class covers information relating to the Branch's involvement and activities with the public and private sectors regarding economic analysis and evaluation of industrial development issues that are of a general nature and not specific to the program class of records. *Topics:* Corporate Analysis Branch - Generally; Associations, Committees, Organizations, Institutes, Societies; Conferences and Meetings; Co-operation and Liaison; Reports and Statistics.

ITC-170

Programs

Description: This class covers information relating to business and economic evaluations of proposals by companies for assistance under one of the incentive programs identified in the subject topics. *Topics:* Enterprise Development Program; Defence Industry Productivity Program; Shipbuilding Industry Assistance Program.

Small Business Secretariat

The Secretariat is responsible for the development and assessment of national policies and programs affecting small business. It provides support to the Minister of State for Small Business in carrying out his duties, and maintains contact with the provinces and industry groups on small business matters. The Secretariat takes the lead in special assignments relating to small business - which often cover a broad range of interest areas and involve other branches and departments - and prepares recommendations and Cabinet documents resulting from these activities.

Classes of Records

ITC-180

Small Business Secretariat - Generally

Description: This class covers information relating to the Branch's activities and involvement with various associations and organizations from the public and private sectors, as well as co-operation and liaison with federal, provincial and foreign governments which are not included in other classes of records. *Topics:* Small Business Secretariat - Generally; Acts and Legislation; Complaints and Enquiries; Associations, Committees, Organizations, Institutes, Societies, etc.; Briefings; Business Council Programs; Conferences and Meetings; Co-operation and Liaison; Human Resources; Reports and Statistics; Studies and Surveys; Trade Agreements, Negotiations and Treaties.

ITC-190

Financial Policy

Description: This class covers information relating to the availability of capital, and initiatives to improve the financing environment for Small Business in Canada. *Topics:* Financial Policy - Generally; Capital Markets; Equity Financing; Federal Programs; Foreign Programs; Sources of Canada; Taxation Matters; Venture Capital.

ITC-200

Special Projects

Description: This class covers information relating to special programs and projects to assist small business and federal government procurement policy when dealing with small business. *Topics:* Special Projects - Generally; Small Business Intern. Program; Other Related Programs; Procurement; Sub-Contracting Program.

ITC-210

Advocacy Office

Description: This class covers information relating to complaints, enquiries from small business on government regulations, red tape and paperburden; including information concerning associations. *Topics:* Paperburden and Advocacy Office - Generally; Federal and Provincial Departments; Chambers of Commerce; Associations; Discussion Papers; Cabinet Committee; General Literature; Conferences; Ministers' Dockets; Public Relations Speeches; Reports and Statistics.

Small Business Financing Review Task Force

The Small Business Financing Review Task Force was established to examine the effect of government policies, programs, institutions, regulations and tax measures on small business and the private sector capital markets.

Classes of Records

ITC-220

Operations

Description: This class covers information relating to examination of government policies, assistance and programs in relation to small business, including studies of small business financing in Canada and foreign countries. *Topics:* Small Business Financing Review - Generally; Federal Assistance; Organizations, Associations, Companies; Small Business Financing in Foreign Countries; Studies and Surveys.

Programs Branch

The Branch is responsible for the overall central management and control of the majority of the Department's funded programs, including the Interfirm Comparison Program which is aimed at assisting individual companies in improving their productivity and profitability by identifying their relative strengths and weaknesses in comparison with others. It provides budgeting, evaluation and monitoring services for the programs, and gives detailed financial and economic evaluation assistance to organizational units engaged in program administration.

Manuals

- Enterprise Development Program (EDP) - Administrative Directive
- Defence Industry Productivity Program (DIPP) - Administrative Directive
- Program for Export Market Development (PEMD) - Administrative Directive - Guidelines for Interpretation of PEMD Administrative Directive
- Small Business Loans Act (SBLA) - Procedures Manual - Guidelines for Lenders
- Industry Energy Research and Development Program - Policy and Administrative Directive

Classes of Records

ITC-230

Programs - Generally

Description: This class covers information relating to the Branch's

activities and involvement with organizations and associations in the public and private sectors, federal and provincial governments, as well as statistics and reports that would not be contained in other classes of records. *Topics:* Programs - Generally; Associations and Organizations; Co-operation and Liaison; Reports and Statistics.

ITC-240

Defence Industry Productivity Program

Description: This class covers information relating to the Branch's activities as it relates to the management and control of the Defence Industry Productivity Program. *Topics:* Defence Industry Productivity Program - Generally; Research and Development - Generally; Research and Development - Projects; Industry Modernization for Defence Export - Generally; Industry Modernization for Defence Export - Projects.

ITC-250

Enterprise Development Program

Description: This class covers information relating to the Branch's activities as it relates to the management and control of the Enterprise Development Program. *Topics:* Enterprise Development Program - Generally; Co-operation and Liaison; Legal Matters; Policy and Procedures; Program Audit and Evaluation; Project Files; Reports and Statistics; EDP Boards, Panels and Sub committees - Generally; Adjustment Panel; Central Board; Industry and Community Development Panel; Innovation Panel; Microelectronics Panel; Regional Boards. Special Access Notes: *Storage Medium:* 6, 9 to 14 Microfilm.

ITC-260

Interfirm Comparison and Productivity Improvement

Description: This class covers information relating to the Branch's involvement and activities with the public and private sectors regarding productivity improvement and that are not specific to the industry comparison class of records. *Topics:* Interfirm Comparison and Productivity Improvement - generally; Associations, Committees, Institutes, Organizations, Societies; Co-operation and Liaison; Productivity.

ITC-270

Industry Comparisons

Description: This class covers information relating to reports and studies of groups of companies comparing their overall performance with their competitors, and, thereby, enabling them to improve their productivity and competitiveness. *Topics:* Industry Comparisons - Generally; Agriculture, Fisheries and Food Products; Chemicals; Construction and Consulting Services; Electrical and Electronics; Grains Marketing; Machinery; Resource Industries; Textile and Consumer Products; Transportation.

ITC-280

Program for Export Market Development

Description: This class covers information relating to the Branch's activities as it relates to the management and control of the Program for Export Market Development. *Topics:* Program for Export Market Development (PEMD) - Generally; Project Files; Co-operation and Liaison (Branches, Regional Offices); Associations, Committees, Task Forces.

EDP System

- Some information on subject topic, Program for Export Market Development (PEMD) (Generally) is contained in the Program for Export Market Development computer system.

ITC-290

Special Programs

Description: This class covers information relating to the Branch's activities as it relates to the management and control of Special Programs including the Small Business Loans Act; Business Council Program; Credit Reinsurance Program; and Industry, Energy Research and Development Program. *Topics:* Special Programs - Generally; Small Business Loans Act; Business Councils Program; Credit Reinsurance Program.

ITC-300

Policy and Special Services

Description: This class covers information relating to the development of program policies and of management information systems, as well as the implementation of recommended changes to program design, delivery and control systems. *Topics:* Policy and Special Services - Generally; Development of Program Policies; Program Evaluation Implementation; Management Information Systems; Forecast of Program Expenditures.

Business Opportunities Sourcing System Directorate

The Business Opportunities Sourcing System was established to serve industry by compiling a comprehensive list of Canadian companies and their products with the objective of replacing imports and expanding exports.

Classes of Records

These are in addition to financial and administrative records listed in the Standard Classes of Records Section of the Access Register.

ITC-310

Business Opportunities Sourcing System

Description: This class covers information relating to Canadian companies and their products, Dun and Bradstreet reports, General Correspondence, etc. *Topics:* Canadian Companies and Products.

EDP System

- Some information on subject topic, Manufacturers and Products, is contained in the Business Opportunities Sourcing computer system.

Program Evaluation Branch

This Branch initiates departmental evaluation activities, advises senior management on program effectiveness, and responds to departmental management needs by providing senior departmental managers and program managers with information that supports the decision-making process and contributes to the management planning and control processes.

Classes of Records

ITC-320

Program Evaluations - Generally

Description: This class covers information relating to program evaluation policies, mandate, objectives and guidelines. It also includes individual program evaluations conducted by the sector branches in which the Program Evaluation Branch acts only in an advisory

Industry, Trade and Commerce

capacity. *Topics:* Program Evaluation - Generally; Agencies, Institutes, Societies and other government departments; Committees and Meetings; Deputy Minister Overview System; Industrial Opportunities Program; Other Evaluations; Program Component Evaluations.

EDP System

- Some information on subject topic, Other Evaluations, is contained in the Small Business Loans Act Evaluation computer system.

Administrative Services Branch

The function of the Administrative Services Branch is to provide administrative services to the Department, both at Headquarters and the Regions, in support of the Department's Trade-Industrial and Tourism Programs. The services provided include records management, word processing, property and materiel management, telecommunications, security and safety, printing, forms design, travel arrangements, library services, and manuals and directives.

Classes of Records

Classes of records held by this branch are listed in the Standard Classes section of the Access Register.

Corporate Resource Management Branch

The Corporate Resource Management Branch is responsible for the departmental resources allocation system and the provision of advice and recommendations to senior management (Deputy Minister, Assistant Deputy Ministers) respecting allocation and reallocation of resources.

Classes of Records

These are in addition to administrative and financial records listed in the Standard Classes of Records section of the Access Register.

ITC-330 Management Improvement and Resource Utilization

Description: This class covers information relating to specific performance measurement systems established for the various departmental programs. *Topics:* Performance Measurement - Generally; Branches; Programs.

Import Analysis Directorate

The Directorate is the focal point for in-depth analysis of import replacement opportunities which involves the gathering and analysis of import data and related material on foreign competition and foreign marketing practices. It is responsible for the production of detailed analyses of imports for individual companies and ITC as required by the ITC Act. There is close contact with industry associations and organizations and private companies, as well as provincial governments and their industrial development organizations, other federal departments and industry sector branches of ITC.

Manual

- Manual of Methodology

Classes of Records

ITC-340

Import Analysis Directorate - Generally

Description: This class covers information relating to the gathering of import data and correspondence with companies relating to reports and statistics of individual commodity imports, and the identification of import replacement opportunities as required by the Industry, Trade and Commerce Act. *Topics:* Company Files (arranged alphabetically); Projects (arranged by Statistics Canada Commodity Codes).

EDP System

- Some information on subject topics, Company Files and Projects, is contained in the Import Analysis Management Information computer system, and the Import Replacement Reporting computer system.

Grain Marketing Office

The Grain Marketing Office administers incentive and statutory payments under the Grains and Oilseeds Program. Together with the Grains Group and other departments, it develops grains and oilseeds policy and legislation. The Office works closely with various Crown agencies and other governmental bodies involved in the grain industry, along with the private grain trade.

Classes of Records

ITC-350

Fairs, Exhibitions, Missions and Visits

Description: This class covers information relating to the co-ordination of Canadian grain exporting and processing firms or foreign buyers on outgoing or incoming trade missions, technical seminars and feeding trials. *Topics:* Fairs and Exhibitions; Missions and Visits; Grain Missions to Foreign Countries.

ITC-360

Research, Surveys and Development

Description: This class covers information relating to grants, loans and contributions programs designed to assist the grains and oilseeds industry in the development and marketing of new products. Also includes research surveys and analysis of the industry. *Topics:* Market Development Studies; Industry Sector Profiles; Research; Marketing Analysis; Rapeseed Utilization Assistance Program; Program for the Advancement of Industrial Technology; Program for Export Market Development; Grains and Oilseeds Marketing Incentives Program; Enterprise Development Program.

ITC-370

Acts and Legislation

Description: This class covers information relating to the development and administration of various acts and legislation governing diverse activities of the Canadian Grain Industry (i.e., planting quotas, payments for crops, transportation, marketing, etc.), as well as trade agreements and treaties. *Topics:* Acts and Legislation - Generally.

ITC-380

Commodities, Industries and Markets

Description: This class covers information relating to the production and marketing nationally of Canadian products, including world market situations and general economic development of Canadian industries. *Topics:* Grains Policy; Markets for Grain; Markets for

Industry, Trade and Commerce

Oilseeds; Programs - Grains; Transportation and Handling; Grain Financial Matters; Fats and Oils.

ITC-390

General and Services

Description: This class covers information relating to the Branch's activities and involvement with associations and organizations from the public and private sectors, including government departments and foreign organizations as well as economic situation, markets, trade laws, regulations and agricultural production. *Topics:* Associations, Institutes and Organizations; Committees; Conferences and Meetings; Companies, Corporations and Firms; Provincial Governments; Federal Government Departments and Agencies; Economics.

Office of Industrial and Regional Benefits

The Office of Industrial and Regional Benefits is responsible for analyzing the requirements of major projects (those with a value in excess of \$100 million) for goods and services, and advising government as to the policies to be implemented to encourage the maximum Canadian capability to supply these on a competitive basis. It also provides staff support to the Committee on Industrial and Regional Benefits. This Committee interfaces with major projects owner/sponsors to encourage them to provide full, fair and competitive access for Canadian companies to the requirements for goods and services.

Classes of Records

ITC-400

Procurement and Purchases

Description: This class covers information relating to the activities of the Office of Industrial and Regional Benefits as they relate to industrial development benefits from major project activity in both the private and public sectors. *Topics:* Procurement and Purchases - Generally; Industrial and Regional Benefits - Generally; Industrial and Regional Benefits - companies; Industrial and Regional Benefits - Co-operation and Liaison; Industrial and Regional Benefits - Projects; Task Force on Industrial and Regional from Major Projects.

Energy Group

This group acts as the focal point in the Department on energy issues and for related specialist advice; represents the Department on trade and industrial policy issues in interdepartmental energy policy development; studies the impact of energy policies on industrial and trade development; develops and co-ordinates strategies to use trade in energy as a means of obtaining industrial benefits.

Classes of Records

ITC-410

Energy Group - Generally

Description: This class covers information relating to the activities and operations of the Energy Group as they relate to their involvement with the public and private sectors, and also as they relate to research and development of new or improved forms of energy. *Topics:* Energy Group - Generally; Associations, Companies, Firms; Cabinet Matters; Committees; Federal; Provincial; Research and Development; Studies and Surveys.

ITC-420

Energy and Natural Resources

Description: This class covers information relating to national and international aspects of energy issues as they pertain to export/import agreements, domestic situations, and also Canada's participation in international organizations and promotional projects. *Topics:* Energy and Natural Resources - Generally; Coal; Electric and Nuclear Power; Natural Gas and Oil; International Organizations; Uranium; Conservation; Renewable Energy.

Electrical and Electronics Branch

This Branch monitors, assesses and assists in the development of government policies on the electrical and electronics industry and plans; and executes programs and services designed to promote the establishment, improvement, efficiency, export market development, and general economic growth of the electrical and electronics industries.

Manual

- Microelectronics Support Program Procedures

Classes of Records

ITC-430

Procurement and Purchases

Description: This class covers information relating to the Branch's activities as they relate to procurement and purchasing policies and procedures of the federal government, to ensure industrial benefit to Canada is achieved when awarding major government contracts in the electrical and electronics industries. *Topics:* Procurement and Purchases - Generally; Aircraft - Industrial Benefit; Communications - Industrial Benefit; Computer and Microelectronic - Industrial Benefit; Navigational Systems; North Atlantic Treaty Organization - Industrial Benefit; Office Machines; Rationalization Program; Ships and Ships' Systems; Simulators; Surveillance and Control Systems; Vehicles.

ITC-440

Electrical and Electronics - Generally

Description: This class covers information relating to the Branch's activities and involvement with the public and private sectors, other departmental organizations, and foreign countries, including published and gathered statistics on the electrical and electronics industry that would not be contained in other classes of records. *Topics:* Co-operation and Liaison - Federal and Provincial Governments; Organizations and Associations; Technology; Standards; Statistics; Multilateral Trade Negotiations; Tariffs and Trade.

EDP System

- Some information on subject topic, Statistics, is contained in the Electrical and Electronic Data Base computer system.

ITC-450

Industrial Development

Description: This class covers information relating to the Branch's activities and involvement as they relate to the development of the Canadian manufacturing and processing sectors of the industry; and to government assistance for Canadian firms in the form of grants, loans and contributions. *Topics:* Industrial Development - Generally; Companies - Generally; Programs - Generally; Defence Industry

Industry, Trade and Commerce

Productivity Program; Defence Development Sharing Program; Industry Modernization for Defence Export Program; Defence Industry Research; Enterprise Development Program; General Adjustment Assistance Program; Industrial Design Assistance Program; Make or Buy Program; Microelectronics Support Program; Program for the Advancement of Industrial Technology; Program for Export Market Development.

ITC-460

Industrial Policy Development

Description: This class covers information relating to the Branch's activities and involvement as they relate to the development of a government industrial policy on horizontal issues (i.e., Energy), and electrical and electronics issues, including data relating to export control. *Topics:* Horizontal Issues; COCOM; Space Industry Restructuring; Electrical and Electronics; Electrical Profiles; Electronics Profiles.

ITC-470

Marketing

Description: This class covers information relating to the Branch's activities and involvement as they relate to the assistance given to Canadian firms in the marketing of their equipment products and systems. *Topics:* Marketing - Generally; Economic Intelligence Reports; Promotional Projects; Fairs and Missions; Missions and Visits; Products; Industrial Co-operation; Projects.

Design Canada

Design Canada is responsible for providing professional and administrative resources necessary to the National Design Council, analyzing and developing policies and programs that have implications for design and new product development in the Canadian industry, providing assistance to associations and organizations from the public and private sectors on design policies, proposals and projects, and managing the design assistance programs.

Classes of Records

ITC-480

Fairs, Exhibitions, Missions and Visits

Description: This class covers information relating to the promotion of Canadian design through the media of fairs, exhibitions, missions and visits. *Topics:* Fairs and Missions; Missions and Visits.

ITC-490

Design (Industrial and Product)

Description: This class covers information relating to the development of industrial and product design policies, the Branch's involvement with the National Design Council, the managing of design assistance programs, as well as design information and education. *Topics:* Design Policy; Design Awards and Competitions; Design Advisory Service; Private Sector Involvement and/or Sponsorship in Design; Special Projects; Committees; National Design Council; Design Extension Provincial; Programs; Scholarships; Design Talent Utilizations; Design Education; Grants; Lectures and Seminars by Design Canada; Operations and Directorate; Case Histories; Seminars and Workshops.

ITC-500

Research, Surveys and Development

Description: This class covers information relating to industry studies, as well as departmental grants, loans and contributions programs designed to assist in the development and marketing of Canadian

products. *Topics:* Research, Survey and Development - Generally; Programs.

ITC-510

General and Services

Description: This class covers information relating to the Branch's activities and involvement with associations and organizations from the public and private sectors, including federal, provincial and foreign governments. *Topics:* Associations; Committees; Conferences; Companies; Governments.

EDP System

- Some information on subject topics, Associations, Committees, Conferences, Companies and Governments, is contained in the Design Canada computer system.

Chemicals Branch

This Branch monitors, assesses and assists in the development of government policies on chemicals; and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development, and general economic growth of the chemicals industry.

Classes of Records

ITC-520

Chemicals

Description: This class covers information relating to the Branch's activities and involvement with various associations and organizations in the public and private sectors, including federal, provincial and foreign governments, as well as participation in trade fairs and missions that would not be contained in other classes of records. *Topics:* Chemicals - Generally; Companies; Governments; Fairs, Missions and Industrial Co-operation; Organizations; Policy and Special Issues; Standards; Tariffs and Remissions.

ITC-530

Products

Description: This class covers information relating to the product development and marketing of chemical products on a national and international basis, and the general economic development of the Canadian chemicals industry, including studies and analysis of the chemicals industry. *Topics:* Products - Generally; Health Care Products; Industrial Chemicals; Plastics, Rubber and Chemical Specialties.

EDP System

- Some information on subject topic, Products (Generally), is contained in the General Competitiveness Model computer system.

ITC-540

Programs

Description: This class covers information relating to the Chemicals Branch's activities and involvement as they relate to government assistance to the chemical industry in Canada in the form of grants, loans and contributions. *Topics:* Programs - Generally; Defence Industry Productivity Program; Enterprise Development Program; Industry and Community Related Development Program; Unsolicited Proposals; Program for the Advancement of Industry Technology; Program for Export Market Development.

Resource Industries Branch

The Resource Industries Branch initiates, develops and promotes trade and industrial policies and programs pertaining to the Canadian metals, minerals and forest products industries. The Branch implements new approaches and assesses the impact of new policies or initiatives on the resource-based industries by providing direct assistance to industry, by planning and executing programs directed to the further development of those industries in Canada, and by representing the industry at international conferences and seminars.

Manuals

- From time to time the Branch issues various publications on specific industrial subsectors.

Classes of Records

ITC-550

Resource Industries - Generally

Description: This class covers information relating to the Branch's activities and involvement with organizations and associations in the public and private sectors, federal and provincial governments, including statistics and trade agreements for the Resource Industries that would not be contained in other classes of records. *Topics:* Resource Industries - Generally; Co-operation and Liaison; Industrial Co-operation; Organizations and Associations; Statistics; Trade Agreements, Negotiations and Treaties.

ITC-560

Industrial Development

Description: This class covers information relating to the Branch's activities and involvement as they relate to the development of a government industrial policy on horizontal issues (i.e., competition policy); the development of the Canadian sector of the Resource Industries; assistance for Canadian firms in the form of grants, loans and contributions. *Topics:* Industrial Development - Generally; Companies; Horizontal Issues; Programs - Generally; Defence Industry Productivity Program; Energy Conserving Equipment - Class 34; Enterprise Conserving Program; Foreign Investment - Reviews and Assessments; Industrial Design Assistance Program; Program for the Advancement of Industrial Technology; Program for Export Market Development; Program to Enhance Productivity; Unsolicited Proposals Program; Regional Economic Expansion Program; Research and Development; Community-Based Industrial Adjustment Program; Industry Energy Research and Development Program.

EDP System

- Item 2 - company records maintained under the Business Opportunities Sourcing System (BOSS).

ITC-570

Forest Products

Description: This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development, and general economic development of the forest products industry. *Topics:* Forest Products - Generally; Fairs, Exhibitions, Missions and Visits; Sector Profiles; Standards. Special Access Notes: Item 3 - reports on Word Processing System.

ITC-580

Metals and Minerals

Description: This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development, and general economic development of the metals and minerals industries. *Topics:* Metals and Minerals - Generally; Fairs, Exhibitions, Missions and Visits; Sector Profiles; Standards. Special Access Notes: Item 3 - reports on Word Processing System.

Food Branch

This Branch monitors, assesses and assists in the development of government policies on agriculture, fisheries and food products; and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development, and general economic growth of the agriculture, fisheries and food industries.

Classes of Records

ITC-590

Agriculture, Fish and Food Products - Generally

Description: This class covers information relating to the Branch's activities and involvement with various associations and organizations from both the public and private sectors and other countries as well as missions and visits, trade fairs and market survey data that would not be contained in other classes of records. *Topics:* Agriculture, Fisheries and Food Products - Generally; Agricultural Intelligence; Agricultural Reporting; Associations, Clubs, Societies; Energy Conservation and Reduction; Fairs and Missions; Food Industry; Market Surveys; Missions and Visits; Tariffs; Trade Agreements, Negotiations, Treaties; Transportation; Food and Agricultural Organization (FAO).

ITC-600

Agricultural Products

Description: This class covers information relating to the production and marketing, nationally and internationally, of agricultural products, including world market situations and the general economic development of the Canadian Agricultural Industry. *Topics:* Agriculture and Agricultural Products - Generally; Agricultural Products; Feeds; Fresh Fruits; Fresh Vegetables; Pulses; Seeds; Tobacco.

ITC-610

Fisheries and Fish Products

Description: This class covers information relating to the production and marketing on a national and international basis of fish products, including world market situations; and the general economic development of the Canadian fisheries and fish products industry. *Topics:* Fisheries and Fish Products - Generally; Aquaculture; Companies; Foreign Countries; Fresh Water Species; Groundfish; Industrial Fishery Products; Marine Mammals; Marine Plants - Algae; Pelagic Species; Provinces; Roes, Caviar; Salmonids; Sharks; Swordfish; Shellfish.

EDP System

- Some information on subject topic, Foreign Countries, is contained in the Fisheries Marketing computer system.

ITC-620

Grocery Products

Description: This class covers information relating to the production

Industry, Trade and Commerce

and marketing of grocery products on a national and international basis, including marketing situations and the general economic development of the grocery products industry in Canada. *Topics:* Grocery Products - Generally; Baked Goods; Beverages; Fruits and Vegetables; Grain-Based Products; International Commodities; Processed Foods.

ITC-630

Livestock, Meat and Dairy Products

Description: This class covers information relating to the production and marketing of livestock, meat and dairy products on a national and international basis, including world market situations, as well as regulations on the importing and exporting of livestock, and the general economic development of this industry in Canada. *Topics:* Livestock, Meat and Dairy Products - Generally; Dairy Products; Fur Products; Livestock; Meat; Poultry.

ITC-640

Programs

Description: This class covers information relating to the grants, loans and contributions programs designed to assist the agriculture, fisheries and food products industries in the development and marketing of their products. *Topics:* Programs - Generally; Agriculture and Food Products Market Development Assistance Program (AGMAP); Enterprise Development Program (EDP); Industrial Energy Research and Development Program (IERD); Industry and Labour Adjustment Program (ILAP); Program for Advancement of Industrial Technology (PAIT); Program to Enhance Productivity (PEP); Program for Export Market Development (PEMD); Programs for Other Departments - Generally; Programs of Other Departments: Department of Regional Economic Expansion.

Office of Service Industries - Distribution Services Branch

The Branch is responsible for the formulation and implementation of policies and programs affecting the domestic and international economic environment. It provides for the examination of the distribution system which moves all consumer and industrial goods from manufacturer to consumer. It maintains an in-depth knowledge base of these sectors and is involved in commercial policy and strategy formulation, commercial development, international trade regulations, and domestic and international market development.

Classes of Records

ITC-650

Distribution Services Branch - Generally

Description: This class covers information relating to the Branch's activities and involvement with various associations and organizations from the public and private sectors, including other departmental organizations that would not be contained in other classes of records. *Topics:* Distribution Services - Generally; Acts and Legislation; Associations, Committees, Organizations, Institutes, Societies; Conferences and Meetings; Co-operation and Liaison; Reports and Statistics; Trade Agreements, Tariffs and Treaties.

ITC-660

Distribution and Services

Description: This class covers information relating to research and development and marketing on behalf of Canada's distributive trades, such as trading houses, franchising and the automotive aftermarket, and promotion of more effective use of these and other marketing

channels by Canadian manufacturing and trade. *Topics:* Automotive Aftermarket; Franchising; Trading House; Warehousing.

ITC-670

Programs

Description: This class covers information relating to assistance and incentives for research development, productivity and marketing in the private sector. *Topics:* Programs - Generally; Program for Export Market Development (PEMD).

ITC-680

Wholesale and Retail

Description: This class covers information relating to representation of wholesale and retail industry interests in the development and implementation of government policies; research and development and marketing support to the wholesale and retail industry in Canada; and improvement of the exchange of product/market intelligence among Canadian retailers, wholesalers, manufacturers and primary producers. *Topics:* Wholesale and Retail - Generally; General Merchandising; Drugs; Food.

EDP System

- Some information on subject topic, Wholesale and Retail (Generally) is contained in the CANSIM Data Base for the Trade Sector computer system.

Office of Services Industries - Transportation Services Branch

The Branch is responsible for the analysis of and participation in the formulation of international and domestic policies affecting the physical distribution and transportation policy. It determines the appropriate balance necessary to protect the interest of shippers while supporting the viability of and identifying trade opportunities for the Canadian transportation service industry. It also maintains an in-depth knowledge base of these sectors and is involved in industrial policy and strategy formulation and industrial development.

Classes of Records

ITC-690

Transportation Services - Generally

Description: This class covers information relating to the Branch's activities and involvement with federal and provincial government departments and foreign countries, as well as information on the transportation and distribution costs of commodities that would not be contained in other classes of records. *Topics:* Commodities; Countries; Government Departments and Agencies.

ITC-700

Air Transportation

Description: This class covers information relating to the formulation and implementation of international and domestic air transport policies; assistance to the business community and governments re: legislative and regulator changes in air transportation and in resolving rates and services problems. *Topics:* Air Transportation - Generally; Companies and Associations; International Organizations; Programs; Projects.

EDP System

- Some information on subject topic, Air Transportation (Generally),

Industry, Trade and Commerce

is contained in the Aerospace Offset Claims Monitoring computer system.

ITC-710

Marine Transportation

Description: This class covers information relating to the formulation and implementation of international and domestic marine transport policies; assistance to the business community and governments re: legislative and regulatory changes in marine transportation and in resolving rates and services problems. *Topics:* Marine Transportation - Generally; Canadian Port Facilities; Companies and Associations; International Organizations; Programs; Projects.

ITC-720

Multimodal Transportation

Description: This class covers information relating to the formulation and implementation of international and domestic policies on multimodal transportation; assistance to the business community and governments re: legislative and regulatory changes in multimodal transportation and in resolving rates and services problems. *Topics:* Multimodal Transportation - Generally; Companies, Associations and Universities; International Organizations; Programs; Projects.

ITC-730

Rail Transportation

Description: This class covers information relating to the formulation and implementation of international and domestic policies on rail transportation; assistance to the business community and governments re: legislative and regulatory changes in rail transportation and in resolving rates and services problems. *Topics:* Rail Transportation - Generally; Companies and Associations; International Organizations; Programs; Projects.

ITC-740

Road Transportation

Description: This class covers information relating to the formulation and implementation of international and domestic road, transport policies; assistance to the business community and governments re: legislative and regulatory changes in road transportation and in resolving rates and services problems. *Topics:* Road Transportation - Generally; Companies and Associations; International Organizations; Programs; Projects.

Office of Service Industries - Construction and Consulting Services

This Branch monitors, assesses and assists in the development of government policies on the construction and consulting services industries, and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of these industries.

Classes of Records

ITC-750

Procurement and Purchase

Description: This class covers information relating to the Branch's activities as they relate to procurement and purchasing policies and procedures of the federal government to ensure industrial benefit to Canada is achieved when awarding major government contracts in the construction and consulting services industries. *Topics:* Procurement and Purchases - generally.

ITC-760

Construction and Consulting Services - Generally

Description: This class covers information relating to the Branch's activities and involvement with the public and private sectors, other departmental organizations and foreign countries, including standards, statistics and trade agreements for these industries that would not be contained in other classes of records. *Topics:* Construction and Consulting Services - Generally; Co-operation and Liaison; Organizations and Associations; Standards; Statistics; Trade Agreements, Negotiations and Treaties.

ITC-770

Industrial Development

Description: This class covers information relating to the branch's activities and involvement relating to the development of industrial sectors and to government assistance for Canadian firms in the form of grants, loans and contributions. *Topics:* Industrial Development - Generally; Companies; Programs; Regional Economic Expansion Program; Enterprise Development Program; Program for Export Market Development; Research and Planning.

ITC-780

Industrial Policy Development

Description: This class covers information relating to the branch's activities and involvement as they relate to the development of a government industrial policy on sectoral and horizontal issues. *Topics:* Industrial Policy Development - Generally; Industry Sector Profiles; Construction Industry Development Council - Task Forces.

ITC-790

Trade Development

Description: This class covers information relating to the development of foreign trade through fairs, exhibitions and missions, and advising Canadian industry of export opportunities and joint ventures. *Topics:* Trade Development - Generally; Construction Contractors; Consulting and Engineering Services; Fairs, Exhibitions, Missions and Visits; Industrial Co-operation.

Machinery Branch

This Branch plans, develops, assesses and executes policies, programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic development of the machinery industry.

Manuals

- Machinery Program - Administrative Guidelines
- Machinery Program Control System - User Manual

Classes of Records

ITC-800

Procurement and Purchases

Description: This class covers information relating to the Branch's activities as they relate to procurement and purchasing policies and procedures of the federal government to ensure industrial benefit to Canada is achieved when awarding major government contracts in the machinery industry. *Topics:* Procurement and Purchases - Generally.

Industry, Trade and Commerce

ITC-810

Machinery - Generally

Description: This class covers information relating to the Branch's activities and involvement with the public and private sectors, federal, provincial and foreign governments, including studies, standards, statistics and trade agreements for the machinery industry that would not be contained in other classes of records. *Topics:* Machinery - Generally; Co-operation and Liaison; Committees; Organizations and Associations; Standards; Studies; Statistics; Tariffs; Trade Agreements, Negotiations and Treaties.

ITC-820

Industrial Development

Description: This class covers information relating to the Branch's activities and involvement relating to the development of the Canadian sector of the machinery industry, and to government incentives and assistance for Canadian firms in the form of grants, loans, contributions and write-offs. *Topics:* Industrial Development - Generally; Companies; Programs - Generally; Energy Conserving Equipment - Class 34; Enterprise Development Program; Foreign Investment - Reviews and Assessments; Industrial Design Assistance Program; Industrial Energy Research and Development Program; Defence Industry Productivity Program; Machinery Program; Program for the Advancement of Industrial Technology; Program for Enhanced Productivity; Program for Export Market Development; Regional Economic Development Program; Shipbuilding Industry Performance Improvements Program; Unsolicited Proposals Program.

ITC-830

Industrial Policy Development

Description: This class covers information relating to the Branch's activities and involvement as they relate to the development of a government industrial policy on horizontal issues (i.e., Energy) and on the machinery industry. *Topics:* Industrial Policy Development - Generally; Economic Intelligence; Horizontal Issues; Industry Sector Profiles; Machinery Industry (Vertical Issues); Nuclear Power.

ITC-840

Trade Development

Description: This class covers information relating to the development of foreign trade through fairs, exhibitions and missions, and advising Canadian industry of export opportunities and joint ventures. *Topics:* Trade Development - Generally; Fairs and Exhibitions; Missions and Visits; Industrial Co-operation; Equipment and Machinery.

ITC-850

Machinery and Equipment Advisory Board - Generally

Description: This class covers information relating to applications by importers to the Machinery and Equipment Advisory Board for duty remission on the importation of machinery equipment which is not available from production in Canada, as well as information from Canadian companies regarding various types of machinery and equipment they make in Canada. *Topics:* Machinery and Advisory Board - Generally; Application for Duty Remission; Machinery and Equipment made in Canada.

EDP System

- Some information on subject topic, Application for Duty Remission, is contained in the Machinery Program Control computer system.

ITC-860

Emergency Planning

Description: This class covers information relating to the Branch's

activities as it relates to the preparation of plans and arrangements of those exceptional measures to be put into effect that have as their purpose the mitigation of the adverse effects of an imminent or actual emergency. *Topics:* Emergency Planning - General; Canadian Civil Emergency Planning; NATO Documents and Planning.

Technology Branch

This Branch is responsible for matters concerning science and technology in support of industrial trade objectives. It formulates and monitors policies and programs to promote industrial research and development, innovation and the use of advanced technology in Canada. It provides information and advice to management and other federal institutions on these matters. It administers programs to assist universities and non-profit organizations and is the department's representative in inter-departmental national and international scientific and technological activities.

Classes of Records

ITC-870

Technology - Generally

Description: This class covers information relating to the Branch's activities and involvement with various associations and organizations from the public and private sectors, and with federal, provincial and foreign governments that would not be contained in other classes of records. *Topics:* Technology - Generally; Acts and Legislation; Association, Organizations, Institutes, Committees and Societies; Conferences and Meetings; Co-operation and Liaison; Reports and Statistics; Standards and Certification; Studies and Surveys; Trade Agreements, Negotiations and Treaties.

ITC-880

Programs

Description: This class covers information relating to assistance for research and development, productivity, marketing and innovation in the field of science and technology assistance for international business studies and the provision of management advice. *Topics:* Programs - Generally; Centres of Advanced Technology; Centres for International Business Studies; Defence Industry Productivity Program (DIPP); Enterprise Development Program (EDP); Industrial Energy Research Development (IERD); Industrial Innovation Centres - Generally; Industrial Research Associations; Industrial Research Institutes; Management Advisory Institutes; Program for the Advancement of Industrial Technology (PAIT); Technological Innovation Studies.

ITC-890

Technical Information

Description: This class covers information relating to correspondence and literature relating to Canadian industries to provide an information bank for industrial research and development. *Topics:* Technical Information - Generally; Chemicals; Electrical and Electronics; Energy; Machinery Industries; Resource Industries.

Surface Transportation Branch

This Branch monitors, assesses and assists in the development of government policies on surface transportation, and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the surface transportation industry.

Classes of Records

ITC-900

Surface Transportation - Generally

Description: This class covers information relating to the Branch's activities and involvement with various associations and organizations from the public and private sectors, including other departmental organizations. It also covers participation in trade fairs and missions, surveys and studies relating to surface transportation that would not be contained in other classes of records. *Topics:* Surface Transportation - Generally; Associations, Clubs and Societies; Committees, Task Forces, Conferences and Meetings; Companies, Corporations, Firms; Co-operation and Liaison; Fairs and Exhibitions; Industrial Co-operation; Missions and Visits; Project Studies; Promotional Projects; Sector Profiles; Statistics; Tariffs and Duty Remissions.

ITC-910

Industrial Development

Description: This class covers information relating to departmental grants, loans and contributions programs designed to provide assistance to the surface transportation industry and surface transportation equipment manufacturers. *Topics:* Programs - Generally; Defence Industry Productivity (DIP); Enterprise Development Program (EDP); General Adjustment Assistance Program (GAAP); Industrial Design Assistance Program (IDAP); Industrial Energy Research Development Program (IERD); Industry Modernization for Defence Export Program (IMDE); Program for Export Market Development (PEMD); Make or Buy Program (unsolicited proposals).

ITC-920

Vehicle and Rail System Industries

Description: This class covers information relating to the development of government policies on the vehicle and components industries, and railway industry, as well as the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the vehicle system and rail industries. *Topics:* Vehicle and Rail System Industries - Generally; Auto Parts; Markets; Motor Vehicles; Urban Transportation; Railways.

ITC-930

Automotive Task Force

Description: This class covers information relating to the Task Force's activities and involvement with organizations and associations in the public and private sectors; analysis of industrial statistics and examination of trade issue and marketing as they relate to the automotive aftermarket industry. *Topics:* Automotive Task Force - Generally; Associations; Automotive Industry Analysis; Committees, Conferences, Meetings; Companies, Firms; Industrial Development; Markets; Statistics; Trade Issues.

Textiles and Consumer Products Branch

This Branch monitors, assesses and assists in the development of government policies on textiles, clothing, leisure products, furniture, cultural industries and footwear; and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the textiles and consumer products industries.

Classes of Records

ITC-940

Fashion Office

Description: This class covers information relating to activities and involvement of the Fashion Office they relate to the improvement of the quality and creativity in Canadian fashion products, the building of a prestige image for Canadian fashion and for providing an environment that will encourage Canadian design talent. *Topics:* Administration; Fashion - Generally; Committees; Designer Development; Image Development.

ITC-950

Textiles and Consumer Products - Generally

Description: This class covers information relating to the Branch's activities and involvement with various associations and organizations from the public and private sectors, including federal and provincial governments, as well as its participation in trade fairs and exhibitions. It also covers standards and statistics relating to the textiles and consumer products industries that would not be contained in other classes of records. *Topics:* Textiles and Consumer Products - Generally; Exports and Imports; Fairs and Exhibitions, Missions and Visits; Governments; International Organizations; Standards; Statistics.

EDP System

- Some information on subject topic, Exports and Imports, is contained in the Textile and Consumer Products computer system, and the Information for Apparel and Textiles computer system.

ITC-960

Clothing Industry

Description: This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic development of the clothing industry. *Topics:* Clothing Industry - Generally; Associations; Companies; Fairs, Exhibitions, Missions and Visits; Industry Development; Products.

ITC-970

Leisure Industries

Description: This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic development of the leisure products industry. *Topics:* Leisure Industries - Generally; Associations; Book Programs; Companies; Fairs and Exhibitions; Missions and Visits; Products.

ITC-980

Furniture Industry

Description: This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic development of the furniture industry. *Topics:* Furniture Industry - Generally; Fairs and Exhibitions; Missions and Visits; Products.

ITC-990

Footwear Industry

Description: This class covers information relating to the planning and execution of services and assistance designed to promote the establishment, improvement, efficiency, export market development and general economic development of the footwear industry. *Topics:* Footwear Industry - Generally; Associations; Companies; Fairs and Missions; Footwear and Leather Institute of Canada (FLICCC);

Industry, Trade and Commerce

Footwear and Scholarship Program; Footwear Tanning Industry Adjustment Assistance Benefit Regulations (FTIABR); Products.

ITC-1000

Textile Industry

Description: This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic development of the textile industry. *Topics:* Textile Industry - Generally; Associations; Companies; Fairs, Exhibitions, Missions and Visits; Products.

ITC-1010

Policy Co-ordination and Analysis

Description: This class covers information relating to policies and special issues which affect economic activity in the textiles and consumer products industries. *Topics:* Policy Co-ordination and Analysis - Generally; Acts, Legislations, Relations, Treaties; Consultative Process; Industry, Trade and Commerce; Horizontal Issues; Proposals and Strategies.

ITC-1020

Programs

Description: This class covers information relating to government assistance to the textiles and consumer products industries in the form of grants, loans and contributions. *Topics:* Programs - Generally; Enterprise Development Program; Footwear and Tanning Industries Adjustment Program; General Adjustment Assistance Program; Program for the Advancement of Industrial Technology; Program for Export Market Development.

Canadian Industrial Renewal Board

The Canadian Industrial Renewal Board (CIRB) was set up to assist the restructuring, consolidation and modernization of the textile, clothing and footwear industries, to renew the economic base of communities heavily dependent on those industries, and to help workers affected by the liberalization of world trade in these commodities and by the rationalization process. The Board is made up of private and public sector members representing business, labour, consumer interests, the academic community and the federal government.

Under the CIRB programs, all textile, clothing and footwear firms in Canada are eligible for financial assistance for restructuring and modernization, for the establishment of common services, and for mergers and acquisitions. Other types of businesses in designated communities can also benefit from CIRB assistance for modernization, expansion and restructuring. As well, assistance to establish new businesses in designated communities is available. Assistance is provided in the form of loans, loan insurance and contributions.

A special package of labour adjustment programs, administered by the Canada Employment and Immigration Commission, is also available for laid-off textile, clothing and footwear workers within the CIRB program framework.

Classes of Records

ITC-1030

Canadian Industrial Renewal Board - Generally

Description: The activities and functions of the Canadian Industrial Renewal Board including correspondence on the Board of Directors,

Board meetings. *Topics:* Canadian Industrial Renewal Board - Generally; Committees; Conferences, meetings, seminars; Board of Directors.

ITC-1040

Policy, Planning and Public Relations

Description: The planning and policy activities of the CIRB, including the determination of the efficiency of the program and public relations activities. *Topics:* Policy, Planning and Public Relations - Generally; Board of Directors meetings; Regulations; Multiyear operational plan; Budget; Community Development Strategy; Designated communities; Sector and subsector strategies; Manpower adjustment programs; Industrial Adjustment strategy; Communications and Public Relations; Federal/Provincial Relations; Unions; Associations - Generally; Consumer Associations.

ITC-1050

Sector Firms

Description: Records relating to the delivery of the programs administered by CIRB to firms in the Textile, Clothing and Footwear sectors applying for assistance. *Topics:* Sector Firms - Generally; Associations; Board of Directors meetings; Companies, Corporations, Firms; Consultants; Co-operation and Liaison - Federal Government departments and agencies; Sector Profiles; Programs.

ITC-1060

Economic Development and Industrial Promotion

Description: The economic development of designated communities, promotion of local firms in designated communities, as well as those firms wishing to relocate in these communities. Co-operation and liaison activities with labour forces, unions and municipalities. *Topics:* Economic development and Industrial promotion - generally; Committees, conferences, meetings; Press Clippings and Releases; Program Context and Preoccupations; Program Policies; Program Strategy; Program Benefits; Program Recipients; Program Activities; Community Data System; Community Profiles; Consultants.

Aerospace and Marine Branch

This Branch monitors, assesses and assists in the development of government policies on aerospace and marine transportation, and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the aerospace and marine transportation industry.

Manuals:

- Shipbuilding Industry Assistance Regulations SOR/76-329
- Department of Industry, Trade and Commerce Shipbuilding Industry Assistance Program, Contribution for Performance Improvement: Guidelines for Shipbuilders

Classes of Records

ITC-1070

Aerospace and Marine - Generally

Description: This class covers information relating to the Branch's activities and involvement with various associations and organizations from the public and private sectors, including other departmental organizations. It also covers participation in trade fairs and missions, surveys, and studies relating to aerospace and marine that would not be contained in other classes of records. *Topics:* Aerospace and

Marine - Generally; Associations, Clubs and Societies; Committees, Task Forces, Conferences and Meetings; Companies, Corporations, Firms; Co-operation and Liaison; Fairs and Exhibitions; Industrial Co-operation; Missions and Visits; Project Studies; Promotional Projects; Sector Profiles; Statistics; Tariffs and Duty Remissions.

ITC-1080

Industrial Development

Description: This class covers information relating to departmental grants, loans and contributions programs designed to provide assistance to the aerospace and marine transportation equipment manufacturers. *Topics:* Programs - Generally; Canadian Content (Marine); Defence Industry Productivity (DIP); Defence Development and Production Sharing Program (DDPSP); Enterprise Development Program (EDP); Income Tax Act (Marine); General Adjustment Assistance Program (GAAP); Industrial Design Assistance Program (IDAP); Industrial Energy Research Development Program (IERD); Industry Modernization for Defence Export Program (IMDE); Program for Export Market Development (PEMD); Ship Construction Subsidy Regulations (SCSR); Shipbuilding Industry Assistance Program (SIAP); Shipbuilding Industry Assistance Program Construction (SIAPC); Shipbuilding Industry Assistance Regulations (SIAR); Shipbuilding Temporary Assistance Program Regulations (STAPR); Make or Buy Program (unsolicited proposals).

ITC-1090

Aerospace Industries

Description: This class covers information relating to the development of government policies on the aerospace industry, and the planning and execution of services designed to promote the establishment, improvement, efficiency, export and market development, and general economic growth of the aerospace industry. *Topics:* Aerospace - Generally; Industry Sector Policy; Aerospace Task Force; Markets; New Fighter Aircraft; Long Range Patrol Aircraft.

ITC-1100

Marine Industries

Description: This class covers information relating to the development of government policies on the marine industry, and the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the marine industry. *Topics:* Marine Industries - Generally; Markets; Ocean Industries; Ships and Components; Canadian Patrol Frigate.

ITC-1110

Shipbuilding Assistance Review Group

Description: This class covers information relating to the development of a new Shipbuilding Industry Assistance Program. *Topics:* Shipbuilding Industry Assistance Program - Generally; Consultations; Projects and Studies.

Machinery and Equipment Advisory Board

The Machinery and Equipment Advisory Board Program entails a twofold approach to encourage the expansion and efficiency of Canadian manufacturing by (1) providing a reasonable measure of tariff protection to machinery manufacturers, and (2) enabling users of machinery to obtain remission of duty on imported capital equipment which is not available from Canadian production.

Classes of Records

ITC-1120

Machinery and Equipment Advisory Board - Generally

Description: This class covers information relating to the development and operating guidelines of the machinery program. It also includes material relating to the receipt and control of applications for remission of duty under the machinery program. *Topics:* Machinery and Equipment Advisory Board - Generally; Guidelines; Remission Program; Submission Control; Surveys and Studies; Applications for Remission of Duty. *Special Access Notes:* Applications for remission of duty are microfilmed and filed alphabetically.

Canadian Government Office of Tourism

The Canadian Government Office of Tourism's main objective is to sustain the orderly growth of tourism in Canada. This is achieved by promoting travel to and within Canada and developing tourism markets through the activities of officers located in the Department of External Affairs posts abroad and ITC Regional Offices in Canada; and by assisting in the development and improvement of the Canadian tourism industry. These functions are performed with a maximum of co-ordination of federal, provincial and private sector activities bearing on tourism. The following branches report to the Assistant Deputy Minister, Tourism.

Tourism Marketing Branch

The Marketing Branch promotes travel to Canada from other countries, promotes travel within Canada by Canadians, and co-ordinates its activities with those of the provinces and territories and the private sector. It provides a focal point for the co-ordination of Canadian public and private sectors tourism marketing activities. The Branch uses a complex marketing program to both identify the tourism market and to create further demand within the market. The Branch carries out a full range of tourism marketing activities directly from headquarters and works closely with market development and promotion officers at various posts abroad, in the United States and at ITC Regional Office in Canada.

Tourism Development Branch

The Tourism Development Branch promotes growth and improvement in the Canadian tourism industry. It works to ensure that Canadian tourist attractions, facilities and services remain competitive in attracting, receiving and catering to the needs of visitors. It analyzes the tourism industry's strengths and weaknesses and, together with private industry and the federal and provincial governments, strives to improve the efficiency and effectiveness of the industry.

The Branch consults with regional tourism development officers located across Canada on a continuous basis to ensure that both national and regional tourism development objectives are being met to the fullest extent possible.

Manuals:

- Field Offices (Canada) Guidelines

Industry, Trade and Commerce

- The Canadian Government Office of Tourism (CGOT) - Meetings and Incentive Travel Guidelines

Classes of Records

ITC-1130

Tourism

Description: This class covers information relating to the Canadian Government Office of Tourism's activities and involvement with the public and private sectors, including other government departments and foreign countries, that would not be contained in other classes of records. *Topics:* Tourism - Generally; Co-operation and Liaison; Committees; Complaints; Make-Work Programs; Organizations and Associations; Trade Agreements, Negotiations and Treaties; Companies, Corporations and Firms; Visiting College Students.

ITC-1140

Advertising and Direct Mail

Description: This class covers information relating to the advertising of Canada as a tourism destination both in Canada and throughout the world, including advertising campaigns, research and agencies used to promote Canada. *Topics:* Advertising - Generally, Ad Proofs, Agencies, Campaigns, Research, Solicitations; Direct-Marketing - Generally, Campaigns, Evaluation, Finance, Partners, Suppliers.

EDP Systems

- Some information on subject topic, Direct-Marketing (Generally), is contained in the Travel Trade computer system.

Some information on subject topic, Direct-Marketing (Campaigns), is contained in the Tourism Daily Work computer system, the Travel Contact computer system, and the Letter Writer computer system.

ITC-1150

Communications, Media and Services

Description: This class covers information relating to the development, production and distribution of material used in promoting Canada. *Topics:* Communications, Media and Services - Generally; Editorials; Films; Photographs, Slides and Transparencies; Publications; Travel Information Services. Special Access Notes: Re: Films and Photographs, Slides and Transparencies: the films themselves are part of the National Film Board Tourism File Program and available through NFB; photographs, slides and transparencies are kept by the Promotional Production Section of the Canadian Government Office of Tourism.

ITC-1160

Industry Policy Development

Description: This class covers information relating to the development of a national tourism policy in conjunction with other federal and provincial government departments and the tourism industry in Canada. *Topics:* Industry Policy Development - Generally; Energy; National Tourism Plan; Industry Consultative Task Force.

ITC-1170

Marketing - Generally

Description: This class covers information relating to activities and involvement as they relate to the development of federal and provincial marketing plans for tourism. *Topics:* Marketing - Generally; Marketing Plans; Activity Forecasts.

EDP System

- Some information on subject topic, Activity Forecasts, is contained in the Tourism Impact/Expenditure Models computer system, the Canadian Tracking Survey computer system, the Canadian Travel Survey computer system, the Ontario Auto Exit Survey computer system and the Canadian Travel Survey Analysis computer system.

ITC-1180

Marketing Programs and Promotions

Description: This class covers information relating to programs and promotions designed to make the travel trade and the media aware of what Canada offers as a tourist destination and increase Canadians' awareness of the value of tourism. *Topics:* Programs and Promotions - Generally; Attitude and Awareness; Co-op Advertising; Consortia Product Launch; Familiarization Tours; Local Direct Marketing; Meetings and Incentives Travel Promotions; *Rendez-vous Canada*; Shows, Seminars, Conferences and Events; Visit Canada Program; Package Tour Development; Merchandising Aid and Display Material; Canada Marketing Assistance Program (CANMAP).

EDP Systems

- Some information on subject topic, Meetings and Incentives Travel Promotions, is contained in the Meetings and Incentives Travel computer system.
- Some information on subject topic, *Rendez-vous Canada*, is contained in the *Rendez-vous Canada* computer system.
- Some information on subject topic, Package Tour Development, is contained in the Package Tour Inventory computer system.

ITC-1190

Research and Analysis

Description: This class covers information relating to the collection of economic and market data and statistics required for tourism planning and policy formulation. *Topics:* Research and Analysis - Generally; Committees; Information Requests/Mailing Lists; Tourism Facilities Inventories; Tourism Futures; Tourism Industry Performance; Travel/Travellers and Non-Travellers.

EDP System

- Some information on subject topic, Tourism Industry Performance, is contained in the Statistical Reporting computer system.

ITC-1200

Tourism Development - Industry Evaluation and Improvement

Description: This class covers information relating to the evaluation and improvement of the tourism industry in Canada. *Topics:* Industry Evaluation and Improvement - Generally; Accommodation; Manpower Education and Training; Transportation.

EDP Systems

- Some information on subject topic, Accommodation, is contained in the Accommodations Inventory computer system.
- Some information on subject topic, Manpower Education and Training, is contained in the CGOT THRICE Publications computer system.

ITC-1210

Tourism Development - Regional Planning and Implementation

Description: This class covers information relating to the activities designed to stimulate the growth of the tourism industry in those regions of Canada designated for economic and industrial development. *Topics:* Regional Planning and Implementation - Generally; Provinces and Projects.

Department Secretariat

The Secretariat's main responsibility is the management of the Deputy Minister's Office. This includes the co-ordination of all briefings for the Ministers and the development of Management Committee and Policy Committee agendas. The Secretariat provides support services for the Ministers as well as liaison with the Privy Council and the Prime Minister's Office.

Classes of Records

All records held by the Departmental Secretariat are replicated elsewhere in the Department.

Special Access Note: Records are computer-indexed by various fields of information including subject topic, originator, etc. Records are stored on both paper and microfilm.

Communications Branch

The Communications Branch relays information about programs, policies and activities to the Department's publics through news releases, specialized promotional services and advertising. As well, the directorate performs the role of communication advisor during the formulation of departmental policy initiatives. It is also responsible for the licensing opportunities activities of the department.

Classes of Records

This is in addition to Communications Branch records listed in the Common Classes of Records section of the Access Register.

ITC-1220

Licensing Opportunities - Generally

Description: This class covers information on manufacturing opportunities pursued, offered and received generally, and manufacturing opportunities evaluated and promoted individually to selected parties or included in a publicity medium (New Products Bulletin), as well as technology transfer methods and industrial property protection. *Topics:* Licensing Opportunities - Generally; Domestic; Foreign; New Products Bulletin.

Office of Departmental Review

The Office of Departmental Review is responsible for developing and maintaining a comprehensive departmental audit program. This program consists of operational, financial, personnel and official languages audits.

Manual

- Audit Manual

Classes of Records

ITC-1230

Departmental Review - Generally

Description: This class covers information relating to the overall administration of auditing matters, methods, procedures, responsibilities for performing required audits, operational projects pertaining to departmental review. *Topics:* Departmental Review - Generally; Operational Projects.

Personnel Branch

The Personnel Branch is responsible for developing personnel policy and for providing a personnel service to management and all employees of the department. This includes job recruitment, pay and benefits, human resources training and development, and making recommendations concerning job classification. In addition, Personnel is involved in official languages, equal opportunities, employee relations and employee counselling activities.

Manuals

- A procedure for the circulation of Staffing Action Requests for PMIS
- A directive on the codification required for the PMIS
- The Instrument of Delegation of Personnel Authorities
- Procedure for the completion of the Official Language Input Form Position Data (OLIS)
- Procedure for the Bilingualism Bonus Plan
- Procedure for the Language Knowledge Examination
- Procedure for the authorizing imperative staffing
- Procedure for Language Training
- Procedure for Audio-Visual Equipment
- Personnel Management Planning Process Guidelines
- Transfer Policy
- Redeployment Directives
- Internal Pay Procedures Manual

Office of Regional Affairs and Canadian Regional Offices

This office, through its regional office network, provides a focal point for the co-ordination and management of the overall departmental interface with provincial governments in the industrial development, trade and tourism areas and with federal departments and agencies primarily concerned with regional economic development and industrial diversification. The function is primarily one of advice, co-ordination, liaison and consultation.

The office provides operational guidance and administrative support to the department's ten regional offices located throughout Canada. These offices provide a wide range of trade and industrial assistance to

Industry, Trade and Commerce

Canadian industry, and are focal points for the department's relations with the provinces. Regional offices provide information on the full range of ITC programs to the industries in their regions and administer the programs locally. In addition, the offices give information and advice on domestic and export market possibilities, and offer general assistance to Canadian industry for the expansion of trade and tourism.

All regional offices and ITC headquarters in Ottawa maintain a Business Information Centre. These Centres provide a regional source of information on all federal and provincial government programs and services available to Canadian industry.

Classes of Records

ITC-1240

Office of Regional Affairs - Generally

Description: This class covers information relating to the development of manufacturing and processing sectors, assistance and incentives for research, development, productivity, marketing, tourism, as well as co-ordination of trade development in the private sector as they relate to federal/provincial concerns. *Topics:* Office of Regional Affairs - General; Committees, Task Forces and Working Groups; Co-operation and Liaison Federal/Provincial Departments and Agencies - General; Provincial Affairs - General; Economic Development - General; Canadian Industry Policy Development; Programs - General, Provincial Development; Provincial Industrial Development; Trade Development - General; Export-Import Market Inquiries; Trade Promotion.

ITC-1250

Canadian Regional Office

Description: This class covers information relating to the Regional Offices activities and involvement with the public and private sector including government departments, that would not be contained in

other classes of records. *Topics:* Canadian Regional Office - Generally; Acts and Legislation; Appreciation, Complaints, Inquiries; Associations, Clubs, Societies; Committees, Task Forces, Working Groups; Conferences, Meetings, Symposia; Co-operation and Liaison; Parliamentary Matters; Reports and Statistics; Trade Fairs, Missions and Exhibitions; Visits and Tours.

ITC-1260

Market and Industrial Development - Generally

Description: This class covers information relating to the administration of federal funded programs for the development of regional industries, technical advice and sales promotion for the development of industrial markets. *Topics:* Market and Industrial Development - Generally; Companies, Corporations and Firms; Financing; Industries; Programs.

ITC-1270

Business Information Centres

Description: This class covers information relating to the service provided by Industry, Trade and Commerce at the regional level in responding to questions from business on federal and provincial incentives and assistance to Canadian business. *Topics:* Business Information Centre - Generally; Co-operation and Liaison; Information Services; Programs.

ITC-1280

Tourism

Description: This class covers information relating to the orderly growth of tourism in Canada and assistance in the development of federal tourism policy. The promotion of travel to and within Canada and the development of tourism markets through the activities of the offices located in Canada and assistance to the Canadian tourist industry. *Topics:* Tourism - Generally; Associations, Clubs, Societies; Committees, Task Forces, Working Groups; Conferences, Meetings, Symposia; Co-operation and Liaison; Reports and Statistics; Research and Surveys; Tourism Development; Tourism Marketing.

Responsibilities

The Department is responsible for the supervision of federally registered or licensed insurance, trust, loan and investment companies, fraternal benefit societies, and co-operative credit societies. It also supervises employer-sponsored pension plans that are subject to the Pension Benefits Standards Act. These are plans related to employments under federal jurisdiction or to work, undertaking, or business of a local or private nature in the Yukon Territory or the Northwest Territories.

The Department is responsible for provision of extensive actuarial services in connection with the Canada Pension Plan. It is responsible for providing actuarial advice to Revenue Canada as required by section 20(1)(s) of the Income Tax Act with respect to funding of actuarial deficiencies under pension plans approved for income tax purposes. It also provides actuarial advice to Revenue Canada with respect to maximum tax actuarial reserves of life insurance companies and fraternal benefit societies. In addition, the Department provides actuarial services and advice concerning actuarial aspects of programs administered or proposed by other departments and in particular provides the extensive required actuarial services in connection with the valuation, administration and planning of all other government insurance and pension programs, except Unemployment Insurance and Government Annuities.

The Department is also responsible for administration of the Civil Service Insurance Act and the collection of certain premium taxes pursuant to Part I of the Excise Tax Act.

The Department administers the following Acts:

- Canadian and British Insurance Companies Act
- Foreign Insurance Companies Act
- Trust Companies Act
- Loan Companies Act
- Co-operative Credit Associations Act
- Investment Companies Act
- Pension Benefits Standards Act
- Civil Service Insurance Act
- Part I, Excise Tax Act

Access to Information Co-ordinator

Inquiries concerning the administration of the Access to Information Act in the Department should be addressed to:

Director
Finance and Administration Branch
15th Floor, East Tower
L'Esplanade Laurier
140 O'Connor Street
Ottawa, Ontario
K1A 0H2

Major Publications

Reports of the Superintendent of Insurance for Canada:

- Property and Casualty Insurance Companies

- Life Insurance Companies and Fraternal Benefit Societies
- Trust and Loan Companies
- Co-operative Credit Associations

Reports contain information on the financial condition and affairs of supervised companies. Reports are available in Canada through authorized bookstore agents of Supply and Services Canada and other bookstores or by mail from Canadian Government Publishing Centre, Supply and Services Canada, Ottawa, Canada K1A 0S9.

Major Data Sources

The financial data from which the information in the Reports referred to under Major Publications is available to the public via computer media access.

Data on the results of at least the three most recent years of operation can be obtained either through the purchase of computer tapes or by directly accessing the data through the facilities of the I.P. Sharp APL time-sharing system. The data bank is updated annually about the middle of July to include the results of operations for the year ending the previous December 31.

Further information may be obtained directly from I.P. Sharp Associates Limited. Inquiries should be directed either to:

I.P. Sharp Associates Limited
Box 418, Exchange Tower
2 First Canadian Place
Toronto, Ontario
M5X 1E3
Telephone: (416) 364-5361

I.P. Sharp Associates Limited
Suite 600
265 Carling Avenue
Ottawa, Ontario
K1S 2E1
Telephone: (613) 236-9942

I.P. Sharp Associates Limited
Suite 1610
555 Dorchester Boulevard West
Montreal, Quebec
H2Z 1B1
Telephone: (514) 866-4981

or:

Department of Insurance Canada
Ottawa, Ontario
K1A 0H2

Supervision of Companies

This activity involves the supervision, including periodic on-site examinations of books and records, of federally registered or licensed insurance, trust, loan and investment companies, fraternal benefit societies and co-operative credit societies, as well as supervision of employer pension plans relative to employments under federal jurisdiction.

Examination and other technical service and advice is provided to the Canada Deposit Insurance Corporation and, by agreement, similar service is provided to certain provincial jurisdictions concerning

Insurance

provincially-incorporated companies. As part of the examination program, reviews are made of the corporate income tax returns of insurance companies and reports are made to Revenue Canada on any significant findings.

Classes of Records

INS-10

Financial Institutions

Description: Information on incorporation and registration, financial statements, financial analysis and examination of companies, exchanges of correspondence with companies and with provincial jurisdictions, complaints and inquiries, and related data banks and software. *Topics:* Insurance companies; fraternal benefit societies; trust companies; loan companies; investment companies; co-operative credit societies. *Retrievability:* By company name. *Storage Medium:* Paper and EDP.

INS-20

Pension Plans Subject to Pension Benefits Standards Act

Description: Records related to registration of plans, correspondence regarding annual information returns, funding and examination of plans, liaison with provincial authorities, inquiries regarding plans, and related valuation data bank and software. *Topics:* Pension plans subject to Pension Benefits Standards Act. *Retrievability:* By employer name. *Storage Medium:* Paper and EDP.

Actuarial Services

The Department provides actuarial services and advice to other government departments and performs extensive actuarial services in the valuation of government insurance and pension programs.

Classes of Records

INS-30

Actuarial Services Provided to Other Departments - Government Insurance and Pension Plans

Description: Records related to actuarial valuations and cost estimates of government insurance and pension plans, including related data banks and software. *Topics:* Public Service Superannuation Act; Public Service Superannuation Death Benefit; reciprocal transfer agreements; Supplementary Retirement Benefit Act; Canadian Forces Superannuation Act; Regular Forces Death Benefit; RCMP Superannuation Act; RCMP (Dependants) Pension Fund; Members of Parliament Retirement Allowance Act; Judges Act; Veterans Insurance Act; Returned Soldiers Insurance Act; Civil Service Insurance Act; Halifax Relief Pensions; Canada Pension Plan; and miscellaneous requests for actuarial calculations. *Retrievability:* By plan. *Storage Medium:* Paper and EDP.

INS-40

Actuarial Advice Provided to Revenue Canada - Employer-Sponsored Pension Plans

Description: Records related to statutory actuarial advice to Revenue Canada, under the Income Tax Act (paragraph 20(1)(s) regarding employer past-service contributions to pension plans. *Topics:* Advice under Income Tax Act. *Retrievability:* Plans are assigned a number on receipt from Revenue Canada and filed numerically.

INS-50

Actuarial Advice Provided to Revenue Canada - Maximum Tax Actuarial Reserves

Description: Records of actuarial advice given to Revenue Canada on maximum tax actuarial reserves of life insurance companies and fraternal benefit societies. *Topics:* Maximum Tax Actuarial Reserves.

Administration

The Department administers the Civil Service Insurance Act and Part I of the Excise Tax Act. Under the Civil Service Insurance Act, life insurance was made available, by the Government, to public servants on a voluntary basis until 1954. Current activities involve receipt of premiums on premium-paying policies; correspondence with policy holders regarding changes of beneficiary, mode of payment, etc.; and processing of death claims and cash surrender values. Under Part I of the Excise Tax Act, a 10% premium tax is imposed on certain insurance premiums paid to unauthorized insurers, and to authorized insurers through brokers outside Canada.

Classes of Records

INS-60

Civil Service Insurance

Description: Records of holders of life insurance policies issued under the Civil Service Insurance Act. (Issuance of new policies was discontinued with the introduction of the Supplementary Death Benefit Plan in 1954.) *Topics:* Policies in Force; Death Claims; Surrenders; and Premium Records. *Retrievability:* Policies in force filed by policy number with cross-reference alphabetical index; death claims and surrenders filed by death claim or surrender number and cross-referenced to policy number; and premium records filed by policy number. *Storage Medium:* Paper; details of terminated policies stored on microfilm by policy number.

INS-70

Premium Tax

Description: Records on collection of 10% premium tax imposed under the Excise Tax Act (Part I) on certain insurance premiums paid to authorized insurers through brokers outside Canada or to unauthorized insurers, for coverage on risks in Canada. *Topics:* Authorized insurers, brokers or agents, and insureds. *Retrievability:* Alphabetically; insured records - alphabetically, by year.

Background

The Department of Justice was created as a department of the Government of Canada by the Department of Justice Act, passed at the First Session of Parliament of the Dominion of Canada, and assented to on May 22, 1868. This Act outlined the responsibilities of the Minister of Justice and the Attorney General of Canada. Except for the "superintendence of penitentiaries and the prison system of the Dominion," a function given to the Solicitor General of Canada by the Government Organization Act (1966), these responsibilities have remained substantially unchanged since the Act was first passed.

Laws and Regulations

As the Department of Justice provides legal services to all departments of the federal government, it is necessarily concerned, from time to time, with all statutes, both federal and provincial.

Overall Responsibilities

The responsibilities of the Department of Justice Canada are those of the Minister of Justice, as described in Section 4 of the Department of Justice Act, and of the Attorney General of Canada, as described in Section 5 of the same Act. The Minister of Justice is "ex officio" Her Majesty's Attorney General of Canada: that is to say, the office of Minister of Justice and that of the Attorney General of Canada are held by the same person. The responsibilities of these two offices are described in the Department of Justice as follows:

The Minister of Justice shall:

- be the official legal adviser of the Governor General and the legal member of Her Majesty's Privy Council for Canada;
- see that the administration of public affairs is in accordance with law;
- have the superintendence of all matters connected with the administration of justice in Canada, not within the jurisdiction of the governments of the provinces;
- advise upon the legislative Acts and proceedings of each of the legislatures of the provinces of Canada, and generally advise the Crown upon all matters of law referred to him by the Crown; and
- be charged generally with such other duties as are at any time assigned by the Governor in Council to the Minister of Justice. (R.S., C.71, S.4; 1966-67, C.25, S.45.)

The Attorney General of Canada shall:

- be entrusted with the powers and charged with the duties that belong to the office of the Attorney General of England by law or usage, so far as those powers and duties are applicable to Canada, and also with the powers and duties that, by the laws of the several provinces, belonged to the office of attorney general of each province up to the time when the British North America Act, 1867, came into effect, so far as those laws under the provisions of the said Act are to be administered and carried into effect by the Government of Canada;
- advise the heads of the several departments of the Government upon all matters of law connected with such departments;
- be charged with the settlement and approval of all instruments issued under the Great Seal;
- have the regulation and conduct of all litigation for or against the

Crown or any public department, in respect of any subject within the authority or jurisdiction of Canada; and

- be charged generally with such other duties as are at any time assigned by the Governor in Council to the Attorney General of Canada. (R.S., C.71, S.5.)

It may be said that the Department of Justice Canada carries out, in relation to the Crown in right of Canada, such legal functions and services as are customary for a law firm to perform in respect of its clients. The general nature of the work, however, differs from that of a law firm to the extent and in the manner that the operations of government differ from those of corporations and individuals. Needless to say, the Minister cannot personally attend to all the legal work of the Government of Canada, and the Department of Justice Act provides for the appointment of a Deputy Minister of Justice, who is ex officio the Deputy Attorney General, as well as two Associate Deputy Ministers of Justice. The permanent staff of the Department, consisting in the main of lawyers and support personnel, is employed under the provisions of the Public Service Employment Act.

In the broadest terms, the work of the Department may be described as representing the Crown before the Courts in prosecutions or litigation, or before government boards and tribunals; providing legal advice or opinions on a very wide range of matters; and drafting legislation, contracts, and a variety of other legal documents. The Department is also concerned with the legal aspects of developing government policy, and the preparation of review of recommendations for reform of the law.

In addition, the Department is involved in the administration of a number of programs designed to improve the functioning of Canada's legal system. A limited number of grants or contributions are made in connection with legal education, research and law-related programs and cost-sharing agreements are entered into with provincial and territorial governments in connection with Compensation to Victims of Violent Crime, Legal Aid in Criminal Cases, Unified Family Court Pilot Projects and Native Peoples Programs.

The role of the Department of Justice Canada does not include the provision of legal services or advice to members of the public.

Organization

The Headquarters of the Department is located in Ottawa. There are Regional Offices in Vancouver, Edmonton, Saskatoon, Winnipeg, Toronto, Montreal, Halifax, Yellowknife and Whitehorse. In the National Capital Region, legal service units of the Department of Justice Canada exist within the organization and on the premises of 39 other government departments or portions of the public service. These units provide legal services to those departments and agencies.

The following is a list of the Sections of the Headquarters Legal Branch of the Department.

Human Rights Law

This Section serves as the focal point for all legal activity arising out of the Canadian Charter of Rights and Freedoms, the Canadian Human Rights Act and other related domestic and international human rights instruments.

Civil Litigation

Officers of this Section represent the Crown in right of Canada or its agents in civil litigation arising in any of the common law provinces, in the courts of law or before government boards or tribunals, in the collection of monies owed the Crown and settlement of claims.

Tax Litigation

Officers of this Section deal with appeals from income tax assessments and coverage appeals under the Unemployment Insurance Act (1971) and the Canada Pension Plan.

Civil Law

This Section is concerned with both litigious and real property matters involving the federal government, arising in the Province of Quebec, and with appearances before the courts as well as boards and tribunals under both federal and provincial jurisdiction.

Criminal Prosecutions

The Section has responsibility for prosecution of infractions under federal statutes other than the Criminal Code, and related criminal matters including the implementation of Canada's obligations under the Extradition and Fugitive Offenders Acts.

Prosecutions under all statutes including the Criminal Code are conducted by Department of Justice Canada officers in the Yukon Territory and in the Northwest Territories.

Advisory and Administrative Law

This Section deals with the preparation of legal opinions, questions involving the validity of administrative actions by government, policy reforms in the general area of administrative law and human rights questions.

Constitutional and International Law

This Section is concerned with all aspects of constitutional law, and both private and public international law.

Admiralty and Maritime Law

This area has recently been recognized as a separate and specialized function in the Department, and involves litigation as well as consultation and advice.

Commercial Law

This Section is concerned with commercial law matters involving the federal government.

Property

The Section is responsible for non-litigious legal work related to land and the acquisition of land throughout Canada, except in the Province of Quebec, by purchase and expropriation as well as disposition of land by letters patent.

Information Law and Privacy

The Section deals with matters related to access to information and the protection of privacy.

Policy Planning

This Section is responsible for developing legal initiatives and responses to emerging social problems and to review recommendations for changes in the law as well as for examining the legal implications of government policy in its formative stages.

Criminal Law Amendments

The Section keeps under review all judicial decisions affecting the interpretation of the Criminal Code of Canada and provides legal advice concerning proposed amendments to the Criminal Code and other statutes.

Programs and Law Information Development

This Section is responsible for the administration of cost-shared programs with provincial and territorial governments in legal matters, contributions to private and public organizations engaged in research studies and experimental programs, and for other grants and contributions.

Evaluation and Statistics

The Section studies and evaluates programs funded through the Department of Justice Canada and makes recommendations on the need for socio-legal research.

Legislation

This Section is responsible for drafting all Bills presented to Parliament as the legislative program of the government.

Privy Council Office

In addition to providing certain legal services to the Privy Council Office, this Section prepares regulations under statutes and reviews all statutory instruments in accordance with the Statutory Instruments Act.

The following is a list of federal government departments, or other portions of the public service, in which the Department of Justice Canada has legal offices in the National Capital Region. This service is known as Departmental Legal Services.

- Department of Agriculture
- Department of Communications

- Department of Consumer and Corporate Affairs
- Department of Employment and Immigration and Canada Employment and Immigration Commission
- Department of Energy, Mines and Resources
- Department of the Environment
- Department of Finance
- Department of Fisheries and Oceans
- Department of Indian Affairs and Northern Development
- Department of Industry, Trade and Commerce
- Department of Insurance
- Department of Labour
- Department of National Defence
- Department of National Health and Welfare
- Department of National Revenue (Customs and Excise)
- Department of National Revenue (Taxation)
- Department of Public Works
- Department of Regional Industrial Expansion
- Department of the Secretary of State of Canada
- Statistics Canada
- Department of Supply and Services
- Department of the Solicitor General
- Department of Transport
- Treasury Board
- Department of Veterans Affairs
- Atomic Energy Control Board
- Canada Post Corporation
- Canadian Dairy Commission
- Canadian International Development Agency
- Canadian Pension Commission
- Foreign Investment Review Agency
- National Capital Commission
- National Parole Board
- National Research Council
- Privy Council Office
- Public Service Commission

- Royal Canadian Mint
- Royal Canadian Mounted Police
- Northern Pipeline Agency

Support services for the Department of Justice Canada are provided by the Administration Branch which includes personnel and financial services, information and library services. The Branch also includes a Central Divorce Registry which maintains computerized records of all divorces in Canada since July 2, 1968.

Access Procedures

Formal requests for access to information under the Access to Information Act should be made to:

Access to Information Co-ordinator
Department of Justice Canada
Justice Building, Room 420D
239 Wellington Street
Ottawa, Ontario
K1A 0H8
Telephone: (613) 996-9914

Classes of Records

The following categories of records are held by Headquarters, Regional Offices and departmental legal services units of the Department.

JUST-10

Prosecutions and Related Criminal Matters

Description: Information on prosecutions for infractions of federal statutes; prosecutions under the Criminal Code in the Yukon Territory and the Northwest Territories only; and extradition cases. It consists of briefs and pleadings at both trial and appeal stages, and includes informations, subpoenas and other writs, transcripts of evidence and related memoranda of law, summaries, statements, memoranda and correspondence.

JUST-20

Litigation

Description: Pleadings, briefs, appeal books, transcripts and statements of evidence, writ, opinions and related correspondence on cases in which the Crown in right of Canada is a party, including cases of hearings before government boards and tribunals, involving all manner of civil causes of action.

JUST-30

Legal Advice

Description: Formal opinions, by memoranda of law or letter, correspondence requesting legal opinions, and memoranda and correspondence providing legal advice to any department or agency of the Government of Canada.

JUST-40

Drafting

Description: Instructions for legislation, including background papers and treatises; memoranda of law; correspondence; submissions to the Governor in Council; memoranda to Cabinet; drafts of all Bills presented to Parliament; regulations, orders, proclamations and commissions. The information includes property and commercial documents, agreements of all kinds, waivers, licences and formal contracts.

Justice

JUST-50

Property

Description: Legal instruments related to the acquisition of real property by purchase or expropriation and the disposition of real property by letters patent. The documents include various agreements, leases, deeds, licences, title abstracts, letters patent, and related correspondence and memoranda.

JUST-60

Policy Development

Description: Information on policy and policy development; includes extensive memoranda of law and fact, interdepartmental memoranda and correspondence, and evaluation of statistical studies and surveys in socio-legal matters.

JUST-70

Contribution and Grants

Description: Memoranda and contribution agreements, financial

documents and correspondence concerning monies voted by Parliament for contributions to provinces, individuals or organizations; such grants and contributions have as their purpose the improvement of the administration of justice in Canada.

JUST-80

Divorce Statistics

Description: Statistics on all divorce petitions filed in Canada since 1968.

JUST-90

Administration

Description: Information on all financial, personnel and other support records of a non-legal nature.

Background

The Department of Labour was established in 1900 under the Conciliation Act. It now operates under the Department of Labour Act.

Since its inception, Labour Canada has been closely involved in many of the social and economic changes that shaped the first part of the twentieth century. It has seen the country emerge from a basically agricultural economy to an industrial nation of urban communities employing ninety-four (94) per cent of the work force.

The increasing complexities of labour affairs during this time have resulted in substantial demands of governments in general, and labour ministries in particular.

Laws and Regulations

Parliamentary Committee - Labour, Manpower and Immigration.

The Minister is responsible for:

- Canada Labour Code (R.S.C. 1970, C.L-1)
 - Part III (Labour Standards)
 - Part IV (Safety of Employees)
 - Part V (Industrial Relations)
- Department of Labour Act (R.S.C. 1970, C.L-2)
- Fair Wages and Hours of Labour Act (R.S.C. 1970, C.L-3)
- Government Employees Compensation Act (R.S.C. 1970, C.G-8)
- Merchant Seamen Compensation Act (R.S.C. 1970, C.M-11) as amended by R.S.C. 1970, C.19 (2nd Suppl.)

The Department administers the following Acts:

- The Canada Labour Code
 - Part III (Labour Standards)
 - Part IV (Safety of Employees)
 - Part V (Industrial Relations)
- Department of Labour Act
- Fair Wages and Hours of Labour Act
- Government Employees Compensation Act
- Merchant Seamen Compensation Act

Overall Responsibilities

Legislation administered by the Department includes working conditions such as hours of work, minimum wages, annual vacations, holidays with pay, equal wages, unjust dismissal, group and individual terminations of employment, severance pay, the regulation of fair wages and hours of labour contracts made with the federal government for construction, remodelling, repair or demolition of any work; federal mediation and conciliation services; government employee and merchant seamen compensation; occupational safety and health; transitional assistance benefits for workers and labour adjustment assistance benefits for workers affected by redundancies and layoffs.

Departmental programs are designed to:

- improve worker safety and health in the work environment through enforcement of legislation coupled with research, investigation and advisory services; the quality of working life also receives a high priority;
- improve the collective bargaining system to maintain smooth, flexible and rapid expansion of this process by improvement of the Department's conciliation, mediation and arbitration services; and
- improve labour-management relations through education, information and consultation to foster trust and understanding in the workplace, and replace conflict with co-operation as a means of resolving disputes.

Labour Canada concerns itself directly with employees, employers and unions in enterprises which are national, interprovincial or international in character. This jurisdiction covers interprovincial and international railways, highway transport, telephone, telegraph and cable systems, pipelines, canals, ferries, tunnels and bridges, shipping and shipping services; radio and television broadcasting, including cablevision; air transport, and airports; banks; grain elevators; flour and feed mills, feed warehouses and grain seed cleaning plants; and certain Crown corporations.

Generally speaking, all other enterprises in the labour field fall within the jurisdiction of provincial or territorial governments.

Organization

The Minister of Labour heads the Department and is responsible to Parliament for all departmental policies and programs. Directly reporting to the Minister is the Deputy Minister of Labour who supervises the day-to-day activities of the Department and to whom all managers report directly or indirectly.

The Merchant Seamen Compensation Board reports directly to the Minister of Labour, while the Canada Labour Relations Board and the Canadian Centre for Occupational Health and Safety report to Parliament through the Minister of Labour.

Reporting directly to the Deputy Minister of Labour are four programs headed by Assistant Deputy Ministers: the Federal Mediation and Conciliation Services, Program Development and Central Operations, Policy Co-ordination and Liaison; and two programs headed by Directors-General: Regional Operations and Administrative Policy and Services. In addition, three branches report to the Deputy Minister: Personnel, Women's Bureau, and Legal Services (seconded from the Department of Justice Canada).

Within these programs there are five regional offices, 16 district labour offices, and 22 line and service branches. (For more detailed information on these programs and branches, see the sections on operational functions and classes of records.)

Access Procedures

The Departmental Co-ordinator for Access to Information and Privacy Acts administers this function within the department including preparation and revision of the departmental entry in the Access Register, determination of exemptions and third party notification, responses to inquiries from the Information Commissioner, and appeals before the federal court. Inquiries on the administration of the Access to Information and Privacy Acts should be addressed to:

Office of the Co-ordinator
Access to Information and Privacy Acts

Labour Canada

Labour Canada
Ottawa, Ontario
K1A 0J2

General departmental and branch information is provided by the Communication Services Directorate through headquarters facilities in Ottawa, and by departmental regional offices. Contact may be made in person, by telephone, or by writing to Labour Canada at one of the following addresses:

Headquarters

(Mail)
Communication Services Directorate
Labour Canada
Ottawa, Ontario
K1A 0J2

(Location)
II Place du Portage
10th Floor
165 Hôtel de Ville Street
Hull, P.Q.
Telephone: (819) 997-2617

Mountain Region

Labour Canada
750 Cambie Street
7th Floor
Vancouver, B.C.
V6B 2P2
Telephone: (604) 666-1656

Central Region

Labour Canada
Canadian Grain Commission Building
400 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Telephone: (204) 161-6375

Great Lakes Region

Labour Canada
Mezzanine, Suite 200
4900 Yonge Street
Willowdale, Ontario
M2N 6C3
Telephone: (416) 224-3850

St. Lawrence Region

Labour Canada
Port of Montreal Building
2nd Floor, 3rd Wing
Cité du Havre
Montreal, P.Q.
H3C 3R5
Telephone: (514) 283-5730

Atlantic Region

Labour Canada
Professional Arts Building
4th Floor
100 Arden Street
Moncton, N.B.

E1C 4B7
Telephone: (506) 388-6640

Library Services

The Departmental Library and Legislative Analysis Service, with reading room facilities, may be reached as follows:

Headquarters

(Mail)
Library and Legislative Analysis
Labour Canada
Ottawa, Ontario
K1A 0J2

(Location)
II Place du Portage
7th Floor
165 Hôtel de Ville Street
Hull, P.Q.
Telephone: (819) 997-3540

Administrative Policy and Services

The Personnel Branch is responsible for the Department's personnel relations: human resources, classification, pay, staff relations, and employee services. In addition, it looks after the Department's official languages plan, language training and the equal opportunity program.

Operational Services supervises several divisions: accommodation, material services, word processing, graphics and design, printing, forms control, records management, storage and mail and distribution.

The Finance Branch handles accounting, allotment control, program forecasts, estimates and budgets.

The Data Processing Branch provides automated systems support for the Department's programs.

The Communication Services Directorate draws public attention to and encourages public support for the Department's programs and services. It is responsible for media relations, audio-visual services, editorial and creative writing services, and publishing. It produces the Department's annual report and its house organ.

Additional information may be obtained from the public relations office, (819) 997-2617.

Women's Bureau

The Bureau reviews legislation, programs and policies on the employment of women and recommends initiatives indicated by socio-economic developments which affect women in the workplace. It co-operates with federal, provincial, and international agencies to improve the situation of women working for pay and conducts in-depth research on relevant current issues. The Bureau is a focal point within and outside the Department for information concerning women in the labour force. Promotional activities are carried out to facilitate improvements, support, and recognition of women's concerns in the world of paid work.

Classes of Records

LAB-10

Conferences and Committees

Description: Information on conferences, committees, etc., in which the Bureau participates. *Topics:* Minutes; proceedings of conferences; committees; conventions; commissions; International Women's Year and meetings.

LAB-20

International Labour Organization - United Nations

Description: Information on the Bureau's involvement in the International Labour Organization (ILO), the Organization for Economic Co-operation and Development (OECD), and the United Nations with regard to women in the labour force. *Topics:* ILO - general; Government of Canada (Article 22) to ILO; Eight Conference of American States Members of ILO; meetings of the Deputy Minister of Labour on ILO questions; ILO, meetings, conference (sessions); United Nations - general; General Assembly (by session); International Committee on Human Rights; Economic and Social Council; Commission on Status of Women (by session, population, commission, conferences); and OECD (various committees).

LAB-30

Liaison and Public Relations

Description: Information on Bureau liaison with other organizations on women in the labour force. *Topics:* Liaison with provinces, departments, countries, associations and organizations; public relations - general, publications requested and received; suggestions and representations; complaints; and publicity.

LAB-40

Reports, Studies

Description: Legislation, reports, studies, submissions and projects on women in the labour force. *Topics:* Canada Labour Code, Part I (Fair Employment Practices), now repealed; Canadian Human Rights Act (1978); Canada Labour Code, Part III (Labour Standards); Fair Wages and Hours of Labour Act; reports, studies, submissions and projects.

Merchant Seamen Compensation Board

The Board administers the Merchant Seamen Compensation Act which provides Workers' Compensation coverage for seamen who are employed on vessels registered in Canada and who are not covered by a provincial Workers' Compensation Act.

Classes of Records

LAB-50

Act and Coverage

Description: Information on compensation and coverage for federal employees who make claims as a result of an accident or other work-related injury. *Topics:* Claims; amendments and regulations; reciprocal arrangements; security and insurance requirements; appointment of medical advisors. *Retrievability:* Files arranged by individual claim, organization, association and company.

Canadian Centre for Occupational Health and Safety

The Centre promotes the fundamental right of all Canadians to a

healthy, safe working environment. Among its main functions is the maintenance of an integrated information system for the dissemination of authoritative information on all aspects of occupational health and safety, and the stimulation of research in this vital area.

Classes of Records

LAB-60

Interim Planning Group

Description: Information on the temporary planning group for the setting up of a Canadian Centre for Occupational Health and Safety. *Topics:* Terms of reference; minutes of meetings; membership lists; and itineraries.

LAB-70

Internal and External Contacts

Description: Information on liaison, exchanges of information, publications and requests. *Topics:* International, provincial governments and boards; employers' associations; unions; professional and scientific organizations; federal departments and agencies.

Federal Mediation and Conciliation Service

Program Planning and Technical Support Branch

The Branch carries out specialized research activities and projects pertinent to the resolution of labour-management disputes and studies industrial relations implications of government policy initiatives. It provides operational research support to conciliation officers and mediators in the field and headquarters, and directly assists the Senior Assistant Deputy Minister in the development and implementation of policies. In addition, it analyzes developments and trends in industrial relations in Canada, the United States and other countries.

Classes of Records

LAB-80

Federal Industries

Description: Information on research into collective bargaining issues, developments and trends in industries under federal jurisdiction. *Topics:* Federal industries - general; boards, committees, etc.; projects; air and highway transport, railways, shipping; hotels; banks; Crown corporations; canals, ferries, tunnels, bridges; fishing industry; flour and feed; grain trade; mining; pipelines; radio and television, telephone, telegraph, cable systems; longshoring; and construction.

LAB-90

Negotiations for Railway Employees

Description: Information on research related to negotiations for railway employees. *Topics:* Railway negotiations - general; associated non-operating employees (Canadian National, Canadian Pacific and other, shop craft employees); Canadian National, Canadian Pacific Railways - running trades.

Arbitration Services Branch

The Branch processes arbitration requests to the Minister; supplies and Minister with names of independent arbitrators qualified to hear rights disputes and maintains an extensive, up-to-date, nation-wide inventory of arbitrators; records and indexes all arbitrary awards and publishes summaries of more significant decisions in the Arbitration Services Reporter; researches labour legislation, cases, policies, and practices related to the grievance dispute settlement process in Canada.

Classes of Records

LAB-100 Arbitration

Description: Information on arbitration under Part V of the Canada Labour Code (Industrial Relations). *Topics:* Arbitration - general; cases under Part V of the Canada Labour Code (Industrial Relations); studies and surveys; awards; inventory of curriculum vitae of persons interested in acting as arbitrators. *Retrievability:* Files arranged by province, union and company.

LAB-110 Appointment of Adjudicators

Description: Information on the appointments of adjudicators under the Canada Labour Code (Unjust Dismissal). *Topics:* Ministerial authorities to accept Unjust Dismissal complaints after 30 days; Section 61.5 (2), Division V.7, Part III of the Canada Labour Code. *Retrievability:* Files arranged by individual and company.

Mediation and Conciliation Branch

The Branch provides neutral third-party assistance to labour and management to resolve disputes arising during the negotiation of collective agreements or during the term of an agreement by appointing Conciliation Officers, Conciliation Commissioners or Boards and Mediators under Part V of the Canada Labour Code (Industrial Relations). It also helps improve labour relations between specific parties through the practice of preventive mediation techniques and the general labour relations climate through the appointment of Industrial Inquiry Commissions and Task Forces.

Classes of Records

LAB-120 Conciliation and Mediation

Description: Information on requests for conciliation or mediation assistance under the Canada Labour Code, Part V (Industrial Relations). *Topics:* Requests for conciliation; proceedings of conciliation officers; commissioners and mediators; by union and company.

LAB-130 Consent to Prosecute

Description: Information on consents to prosecute union members for violations under the Canada Labour Code, Part V (Industrial Relations). *Topics:* Consents to prosecute; complaints and prosecutions. *Retrievability:* Files arranged by union, company and individual.

LAB-140 Direct Negotiations and Consent to Complain

Description: Information on direct negotiations between parties to collective bargaining and requests for ministerial consent for complaints to the Canada Labour Relations Board alleging unfair labour

practices. *Topics:* Notices to bargain; direct bargaining histories; requests for ministerial consent to complain to the Canada Labour Relations Board under Section 187 (5) of the Canada Labour Code (bargaining-related complaints).

LAB-150 General Inquiries on Labour Relations

Description: Correspondence and general documentation on labour relations topics. *Topics:* Industrial labour conditions and labour relations - general; strikes and lockouts; government departments and agencies; trade unions; individual unions; revitalization program railway passenger services (VIA); air transport; banks; fishing; grain elevators; highway transports or trucking; mining and processing; radio and television; railways; shipping; stevedoring and longshoring; telephone and telegraph systems; construction; shipbuilding; pulp and paper; metal trades; petroleum products; musicians; textiles; fur industry; meat packing industry; safety, seniority, pensions, hours of work, wages, dismissal. Special Access Note: File arranged by industry, union and subject.

LAB-160 Industrial Inquiry Commissions, Boards, Task Force on Labour Relations

Description: Information on labour relations - independent committees established to inquire into specific topics under the Canada Labour Code, Part V (Industrial Relations). *Topics:* Proceedings of the Task Force on Labour Relations (committee minutes, studies, briefs, Cabinet discussions, final recommendations); proceedings of various Industrial Inquiry Commissions and Boards established under the Canada Labour Code (minutes, submissions, reports and recommendations).

LAB-170 Preventive Mediation (formerly Industry Specialist Assignments)

Description: Information on preventive mediation assignments of branch staff to assist parties in their labour relationship during closed period of their collective agreements. Files arranged by officer, company, union and problem.

LAB-180 Reasons for Judgements Canada Labour Relations Board

Description: Information on judgements made by the Canada Labour Relations Board under the Canada Labour Code, Part V (Industrial Relations). *Retrievability:* These files are arranged by Canada Labour Relations Board number in Series 500.

Policy Co-ordination and Liaison

International Relations Branch

The Branch is responsible for the Department's international labour activities including those connected to the International Labour Organization (ILO) and other international bodies of which Canada is a member or in which it has a strong interest. It also acts as an intelligence unit generating information and suggestions to appropriate centres in the Department; conducts consultations with the provinces on ILO questions; consults with labour and employer organizations on ILO matters; and maintains liaison with the Canada Branch of the ILO.

Classes of Records

LAB-190

Conferences, Committees, Meetings

Description: Information on international conferences, committees and meetings on the labour field, including minutes and proceedings.

Topics: Conferences - International Labour Organization annual conference, American, preparatory, regional, tripartite, international, Eight Regional Conference of American States; committees - advisory, governing body, preparatory, joint, committee of experts, industrial; and meetings - joint, meetings of experts, international, technical tripartite, and tripartite.

LAB-200

International Centre for Advanced Technical and Vocational Training

Description: Information on the Department's international labour activities. *Topics:* Board meetings; information; bulletins; financial; Canadian membership on staff and advisory board; fellowship training (individual trainees).

LAB-210

International Institute for Labour Studies

Description: Information on the Department's international labour activities. *Topics:* Canadian fellowship program; financial; African regional seminar.

LAB-220

International Labour Organization

Description: Information on the Department's international labour and International Labour Organization activities.

LAB-230

International Services

Description: Information on the Department's international labour activities, includes gathering of information. *Topics:* Sources of information by country, labour counsellors - United Kingdom, Belgium, United States; Canada - U.S. automotive agreements; training of workers in other countries.

LAB-240

Organization for Economic Co-operation and Development

Description: Information on the Organization for Economic Co-operation and Development, in which the Department has a strong interest; includes minutes and proceedings. *Topics:* Directorates; committees; working parties; committee of experts; seminars; conference; commissions. Special Access Note: Files arranged by session and subject.

LAB-250

United Nations

Description: Information on labour activities at the United Nations. *Topics:* Financial; press releases; United Nations development programs; United Nations Economic and Social Council - commissions, specialized agencies, technical assistance board.

Social Policy and Federal-Provincial Relations Branch

The Branch works toward strengthening consultative efforts between levels of governments and developing new mechanisms, either on a bilateral or multilateral basis, to assist in the resolution of problems between federal and provincial governments in the labour field. It also assesses various federal-provincial labour policy issues; arranges

federal-provincial labour meetings; provides secretariat services to the Canadian Association of Administrators of Labour Legislation; and analyzes various government initiatives in the social policy field, identifying possible implications for the Department. The Branch conducts meetings with the departments on a subject matter basis; holds meetings of Social Development Deputy Ministers; and maintains liaison with the Ministry of State for Social Development.

Classes of Records

LAB-260

Conferences and Meetings

Description: Information on activities between federal and provincial governments in the labour field, organization, arrangements and other secretariat services for the Canadian Association of Administrators of Labour Legislation, conferences and related matters. *Topics:* Labour Ministers' conferences; memberships; annual conference; meetings of the executives; Statistics and Research Standing Committee; Women in Employment Committee; Occupational Safety and Health Committee; Labour Relations Committee; Labour Standards Committee.

Planning and Liaison Branch

The Branch is accountable for developing and recommending policy options, developing and implementing long-term and operational planning processes and co-ordinating consultation with labour, business and government to ensure the implementation of labour relations policies which support and enhance economic and social development.

Classes of Records

LAB-270

Policy Co-ordination

Description: Information on departmental policies and the liaison functions of the Branch. *Topics:* Briefs; submissions; conferences committees; meetings; speeches; proposals; Post-controls Program liaison with various organizations.

Program Evaluation Branch

The Branch is accountable for the effective management of the corporate program evaluation and internal audit activities to ensure through the implementation of departmental and Treasury Board policies, the effectiveness and efficiency of the departmental programs and administrative systems.

Classes of Records

LAB-280

Program Evaluation

Description: Information on personnel, Senior Committee on Accountability, liaison, policy and papers, organizations, other committees, plans, and evaluation studies.

Central Analytical Services

Economic and Industrial Relations Research Branch

The Branch provides analytical and advisory services in the area of general and labour economics to strengthen the Department's capacity to understand and predict the influences of economic factors and trends on departmental activities. The work includes research and analysis in wage determination, economic trends and prospects, socio-economic impact analyses of labour standards, minimum wage and structural issues such as productivity, etc. The Economic and Industrial Relations Research Branch also has policy responsibility for the Adjustment Assistance Benefits Programs.

Classes of Records

LAB-290 Adjustment Assistance Benefits

Description: Information on the financial assistance to workers in the automotive, textile and clothing, leather footwear and tanning industries. *Topics:* Adjustment assistance benefits generally, policies; reports on transitional assistance by the Unemployment Insurance Commission - benefits, overpayments and case files.

LAB-300 Economic Analysis

Description: Information on statistical analysis of the labour force and economic conditions in industries. *Topics:* Statistical analysis of the labour market; cost of living; economic conditions and policy; wage analyses in different industries.

LAB-310 Grants

Description: Information on financial assistance to individuals or groups of individuals for their studies in industrial relations in the labour field. *Topics:* University and departmental grants - policy, application for, and grants: by individual and associations.

LAB-320 Pensions and Insurance Research

Description: Information on the Uniform Statistical Program, communications on federal jurisdiction pension plans and pension plan issues and legislation. *Topics:* Statistics on individual companies; pension submissions by companies and other parties; acts and bills on pensions; and insurance plan legislation in Canada and other countries. *Retrievability:* Files arranged by industry, company, individual and country.

Industrial Relations Information Service

The Services are responsible for encouraging and facilitating access to public information required by those involved in the collective bargaining process.

Classes of Records

LAB-330 Industrial Relations Information Services

Description: Information on activities to encourage and facilitate access to the public information required by those involved in the collective bargaining process. *Topics:* Administration; public relations; data system; committees, boards, conferences, meetings, seminars; liaison and co-operation with provincial governments; management; organizations and associations; labour-unions; federal

departments and agencies; universities and institutions; regional and International offices.

Labour Data Branch

The Branch collects, processes, publishes and disseminates data on current major collective bargaining settlements, the wage implications of settlements and the various provisions in collective agreements; occupational wage rates and certain conditions of employment for most industries; work stoppages due to strikes and lockouts; and information on labour organizations and union membership. The Branch also maintains an extensive library of collective agreements from all jurisdictions in Canada, and retains for public viewing copies of the non-confidential labour union returns received under the Corporations and Labour Unions Returns Act (C.A.L.U.R.A.).

Classes of Records

LAB-340 Corporations and Labour Unions Returns Act (C.A.L.U.R.A.)

Description: Copies of the non-confidential part of labour union returns for public viewing. *Topics:* General; names of unions and organizations; names and addresses of union; names of officers; number of members; name and address of employers with whom union has collective agreements. *Retrievability:* There is a nominal charge for public viewing.

LAB-350 Collective Agreements

Description: All collective agreements under federal jurisdiction and agreements under provincial jurisdiction covering 200 or more employees. *Storage Medium:* Microfiche for older agreements, and computer tapes. *Special Access Note:* Files arranged by employer, province, location, industry and union.

LAB-360 Collective Bargaining

Description: Information on major collective agreement settlements, their wage changes and statistics. *Storage Medium:* Computer and microfiche.

LAB-370 Research

Description: Information on wage, operational and policy research for Labour Canada. *Topics:* Research - general; wage determination and changes; Labour Code; fair employment practice; labour standards - wages, working conditions; industrial relations - general; federal jurisdiction wage research by industry; working conditions; working standards survey; new initiatives - general; projects; directory of industrial relations - courses and questionnaires; union research activities questionnaire; behavioural research - general; and projects.

LAB-380 Strikes and Lockouts and Labour Union Information

Description: Data on strikes, lockouts, union membership, and directory information on labour organizations.

LAB-390 Wage Rates and Working Conditions

Description: Aggregate data in automated form from an annual survey of occupational wage rates, hours of work and certain working conditions at most establishments with 20 or more employees. *Topics:* Surveys - general; special requests for computer work; special surveys;

elevator accidents; labour cost surveys (by industry); liaison and co-operation with provincial governments; outside surveys; working condition matters; annual survey; occupation wage rates; standard hours of work; vacations with pay; paid holidays; selected other benefits (periodic).

Library and Legislative Analysis Branch

The Branch provides a departmental and national information service in the fields of labour affairs and labour legislation to improve access to knowledge and enable more informed decision making.

The Legislative Analysis Unit undertakes research into labour laws and related administrative practices in all jurisdictions in Canada.

Classes of Records

LAB-400

Labour Documentation

Description: Information on labour statutes, bills, acts, regulations, publications, reports which facilitate labour research. *Topics:* Bills; Regulations; Revised Statutes and Gazettes for all jurisdictions in Canada; Canadian and American Labour Law Reports; publications on labour legislation; and special reports.

Regional Operations

Employment Relations and Conditions of Work Branch

The Branch is concerned with the improvement of conditions of work in the federally regulated private sector and the reduction of industrial unrest in all of Canada, through changes in Part III (Labour Standards) and V (Industrial Relations) of the Canada Labour Code, and through the development and growth of constructive labour management relations through the promotion of labour education and quality of working life innovations.

Classes of Records

LAB-410

Acts, Regulations and Legislation

Description: Information on representations, revision, development and amendments of Part III (Labour Standards) of the Canada Labour Code, Fair Wages and Hours of Labour Act and the Female Employees Equal Pay Act. *Topics:* Labour Standards - general; Canada Labour Code, Part III (Labour Standards) - general; representations (for or against) the Code; rules and regulations of the Code; revision, development and amendments to the Code; hours of work extension orders; interpretation coverage by industry; inquiries on the Code by industry; ministerial orders; inquiries outside the scope of our Code by province; posting of notice of the Code; studies, complaints, investigations, shared cost program projects, and inquiries.

LAB-420

Complaints

Description: Information on complaints, investigations and prosecutions under Part III (Labour Standards) of the Canada Labour Code. *Topics:* Legal opinions; investigations; reports and prosecutions

against individuals, groups and companies; inspection procedures. *Retrievability:* Files are located at regional offices.

LAB-430

Federal Contracts

Description: Information on federal contracts, by department agency, to individuals and companies. *Topics:* General policy; labour conditions under federal contracts. *Retrievability:* Files located at regional offices.

LAB-440

Hours of Work

Description: Information on hours of work, exemptions and related matters. *Topics:* Hours of work - general; interpretation; application and reports; averaging; regulations to, modification to and policy; studies, surveys; liaison - internal and provincial committees; individual industry exemptions; and correspondence.

LAB-450

Inquiry Commissions

Description: Information on inquiry commissions pertaining to Part III (Labour Standards) of the Canada Labour Code. *Retrievability:* Files are arranged by subject, industry and section of the Code.

LAB-460

Labour Education Program

Description: Information on financial assistance to unions, academic institutions, employee associations and individual union members for Labour Education purposes. *Topics:* Administration; finances; publicity; program evaluation; research and statistics; training; meetings, boards, committees; conferences and seminars; liaison and co-operation with regional offices, government departments and agencies, provincial governments and foreign countries; liaison with associations, organizations, federations of labour, academic institutions; and applications for financial assistance under the Labour Education Support Program. *Retrievability:* Files are arranged by province, project, region, department or agency, country, organization, association, union, academic institution and individual.

LAB-470

Layoffs and Terminations

Description: Information on layoffs and terminations. *Topics:* Group and individual termination - general; interpretation; application policy; unjust dismissal, general and interpretation; redundancy and layoff program - general.

LAB-480

Leave and Pay

Description: Information on holidays, maternity, bereavement, sick leave, vacation with pay, severance and garnishment pay. *Topics:* Holidays - interpretations, substitution with or without collective agreement, by industry and federal department; maternity, bereavement and sick leave - interpretations by industry; vacation with pay - interpretation, warning, approving vacation for year of employment; severance pay - general; garnishment - interpretations and policy.

LAB-490

Quality of Working Life

Description: Information on promotional, educational and related activities in support of improvements in the quality of working life. *Topics:* Administration; liaison with resource persons and consultants; universities; professional and trade associations; individual companies and employers; regional offices; labour organizations; foreign governments; federal departments and agencies; provincial governments;

municipalities; foreign and international institutions; Canadian institutions; promotion and communications; training and development research; conferences; and seminars.

LAB-500 Wages

Description: Information on minimum wages on deferments, equal wages and payment of wages. *Topics:* Minimum wages - general, interpretation by industry, paid on a basis other than time; reduced wages for the handicapped and trainees; statement of wage exemptions; deferments - general; equal wages - general, interpretation by industry; payment of wages - general and interpretations.

Occupational Safety and Health Branch

The Branch develops policies and programs to promote safe and healthy working conditions through the application of Part IV (Safety of Employees) of the Canada Labour Code. It also provides industrial safety and occupational engineering services and is responsible for policy on the administration of work injury compensation for federal employees and penitentiary inmates.

Classes of Records

LAB-510 Accidents

Description: Information on the reporting and investigation of accidents and work-related injuries; also complaints and inquiries by individuals and companies. *Topics:* Accidents - general; reports of fatalities; accident reports; investigations, complaints and inquiries on personal injuries and fatalities. *Storage Medium:* Grain Elevator Accident Statistics (Computer Tape). *Special Access Notes:* Most files are located only in regional offices; by industry and company.

LAB-520 Compensation

Description: Information on compensation for federal employees and penitentiary inmates who make claims for personal injuries suffered in work-related incidents. *Topics:* Claims; terms and conditions to

establish coverage; provincial arrangements; special compensation arrangements for the coverage of non-federal employees while on assignment with the Crown. *Storage Medium:* Compensation claims are on microfiche. *Retrievability:* Claim files located at regional offices.

LAB-530 Laws and Regulations - Safety and Health

Description: Information on safety legislation, standards and regulations. *Topics:* Revisions, development, amendments, interpretations and jurisdictional matters on the Canada Labour Code, Part IV (Safety of Employees); development of safety and health regulations; exemptions and approvals under the Regulations; federal and provincial legislation; standards and regulations. *Special Access Note:* Files are organized by topic, province, and country.

LAB-540 Research and Statistics

Description: Information on bibliographic research, general surveys and statistics. *Topics:* Statistical committee, provincial statistics - Canada Labour Code, Part IV (Safety of Employees); accidents - number and costs; and fatalities. *Storage Medium:* Elevator accident statistics on computer tape.

LAB-550 Safety and Health

Description: Information on safety and health surveys (in automated form), studies on hazards to workers in various sectors, and other activities to assist in the development of improved safety for workers. *Topics:* Occupational safety and health; inquiry commissions and boards; provincial inspection agreements; monitoring studies.

LAB-560 CN Rail and CP Rail Safety and Health Committees

Description: Information on safety and health committees as established under Canada Labour Code, Part IV (Safety of Employees), Section 84.1, in various sectors in the Central Region in both major railways. *Topics:* Committee minutes; guidelines; task force reports; and monitoring studies. *N.B.:* These files are unique to the Central Region

Background

Historically, the objective of Canada's armed forces has been to ensure the security of Canada and to contribute to the maintenance of world peace. The roles and functions of National Defence and its principal component, the Canadian Armed Forces, change from time to time to address the perceived threat to Canada's security. The evolution of the Canadian Forces must therefore be viewed as an ongoing modernization process reacting to ever-changing world conditions.

Laws and Regulations

The Minister of National Defence is the designated minister for the following acts of Parliament:

- Canadian Forces Superannuation Act, Revised Statutes of Canada (R.S.C.)
- Defence Services Pension Continuation Act, R.S.C. 1970
- National Defence Act, R.S.C. 1970
- Visiting Forces Act, R.S.C. 1970
- Aeronautics Act, R.S.C. 1970 for matters therein relating to defence; otherwise, the designated minister is the Minister of Transport

Overall Responsibilities

The basic roles and responsibilities of the Department may be summarized as follows:

- To supplement and support the civilian authorities in maintaining surveillance and preserving control over and security within the national territory of Canada and areas of Canadian jurisdiction, to assist civilian authorities in the event of emergency or disaster, to provide search and rescue services, and to contribute to national development.
- To enhance the security of Canada against military threat by co-operating with the United States in the defence of North America.
- To enhance the security of Canada by co-operating in collective defence measures under the North Atlantic Treaty.
- To promote international stability, both by contributing to peacekeeping activities in co-operation with other members of the international community, and by providing military training assistance to friendly nations.
- To provide effective control, management, and administration of all activities of the Department and the Canadian Armed Forces.
- To provide the services necessary to ensure adequate supply and technical support for the Department and the Canadian Armed Forces.
- To provide all levels of training for the Canadian Armed Forces.
- To maintain and advance Canadian scientific and technological knowledge and analytical capability for defence.

Key Contacts

Access to Information Co-ordinator

Please address requests to:

DND Co-ordinator
Access to Information
National Defence Headquarters
Ottawa, Ontario
K1A 0K2
Telephone: (613) 996-6696

General inquiries

(613) 992-4581

Media inquiries

(613) 996-2353

Departmental Library

(613) 996-0831

Publications

The bilingual publication "Defence Canada 81", Catalogue No. D3-6/1982 ISBN 0-662-51635-4, is published annually by National Defence. The publication is designed to provide an overview of current strategic considerations relative to defence planning and highlights departmental activities during the preceding year.

Access Procedures

National Defence and the Canadian Forces process formal requests under the Access to Information Act through a central agency. Requests are channelled to the Access to Information Co-ordinator, whose staff then initiate and monitor the action required to provide a response.

Informal requests for information on departmental programs and activities from the public and the media may be directed to any one of the many National Defence Offices of Information listed in the Government of Canada publication "1982 Index to Programs and Services". Requests for information may also be directed to National Defence Headquarters, Ottawa, Ontario, K1A 0K2, telephone (613) 992-7147.

Register of Information Sources and Manuals by Activity

The following provides the information holdings of the Department of National Defence:

Defence Program Division

The Division develops and maintains the Defence Program Management Systems, controls and reviews the Defence Services Program, analyses options to meet the Department's capability goals, reviews and guides the management of major projects, and prepares the Defence Services Program Forecast.

Manual

- Defence Program Management System Guidance Manual

Classes of Records

ND-10

Defence Programming

Description: Information related to the planning, programming, budgeting, and managing of the Defence Services Program. *Topics:* The control and identification of all defence activities.

ND-20

Forecasts of Expenditures

Description: Information related to government expenditures and the Expenditure Management System. *Topics:* Forecasts of expenditures for all Defence services program activities.

Operational Research and Analysis Branch

The Branch directs the operational research and systems analysis program, and is responsible for the maintenance of scientific quality and support of financial research elements.

Classes of Records

ND-30

Operational Research and Analysis

Description: Correspondence files on the preparation of programs, war game rules and techniques, concepts of operation, and strategic studies. *Topics:* Operational research-land, maritime, air; research analysis of logistics, manpower, mathematics and statistics, social and economic, and strategic.

Policy Planning Branch

The Branch is responsible for originating and advising on policy matters, evaluating strategic developments, developing defence policy proposals (including defence objectives) and guidance for the planning of defence capabilities, and co-ordinating policy planning with external agencies, and in particular, Canada's involvement with NATO.

Classes of Records

ND-40

Strategic Assessment

Description: The Department of National Defence Strategic Assessment files dealing with the study of international, political, economic, and military events and trends.

ND-50

Policy Planning with External Agencies (Canadian and Foreign)

Description: Information on the integration of all external (international) operations conducted by government, and liaison with foreign agencies regarding UN operations. *Topics:* Integration of Government External Operations; United Nations; Policy; Peacekeeping; and International Peace Academy.

ND-60

NATO

Description: Information on the North Atlantic Treaty Organization. *Topics:* NATO Agreement; NATO Committees; NATO Defence Measures and Plans; NATO Mutual Aid; NATO Organization and Establishment; and NATO Defence Review.

Organization and Manpower Division

The Division is responsible for generating departmental organizational policy, procedures, structures, changes, and orders; identifying total military and civilian manpower requirements with the Department, both current and future; controlling military rank and occupational code structures; developing and maintaining the Official Position List of continuing civilian employees; controlling the casual person-year allocation; developing and maintaining manpower scales and standards; managing the On-site Manpower Evaluation Program; and producing and maintaining unit establishment documents.

Manuals

- Organization and Establishment Manuals
- Volume I - Concept for the Canadian Forces (to be renamed)
- Volume II - Establishment Policy and Procedures
- Volume III - Establishment Criteria
- National Defence Headquarters Organization Book
- Unit Identification Code Manual
- Official Position List

Classes of Records

ND-70

Organization

Description: Information on departmental organization structure and Canadian Forces Organization Orders. *Topics:* Organization policy and procedures; Canadian Forces Organization Orders; and unit identification codes.

ND-80

Establishment and Official Position List

Description: Policy guidance, procedures, and correspondence files dealing with Canadian Forces establishments and the civilian Official Position List. *Topics:* Canadian Forces establishments (monthly and quarterly Establishment recapitulations); civilian Official Position List; On-site Manpower Evaluation Reports.

ND-90

Manpower Standards

Description: Policy guidance, procedures, and correspondence files dealing with manpower standards and establishment criteria. *Topics:* Manpower standards and establishment criteria.

Personnel Development Branch

The Branch is responsible for developing personnel policies, officer training and education, and for conducting research in these areas. The Branch is also responsible for the effective overview and administration of special research, planning, and development studies.

Manuals

- Personnel Selection Services Manual
- Manual of Recruiting

Classes of Records

ND-100

Officer Production

Description: Information on the policies and procedures for the production of officers. *Topics:* Regular Officer Training Plan; Officer Candidate Training Plan; and the admission of women to military colleges.

ND-110

Personnel Selection

Description: Information on personnel selection policies and standards, research and development of standards for selection of personnel, second career assistance network, attitude surveys, leadership assessments, non-commissioned officer selection, and commissioning plans selection standards.

ND-120

Personnel Studies

Description: Studies on personnel development research. *Topics:* Various departmental studies on personnel (civilian and military) such as Premature Release, Aircrew - Future Requirement (1976), and others.

ND-130

Officer Development

Description: Information on officer development, education, training, and commissioning requirements. *Topics:* Officer Professional Development Program; the granting of degrees; post commissioning - general; entry and initial training; staff courses - general; and staff college training requirements.

Recruiting, Education, and Training Division

The Division is responsible for the development and implementation of policy with regard to Regular Force and Reserves recruiting and selection, and individual training and education of military and civilian members of the Department.

Classes of Records

ND-140

Training-General

Description: Information on policy guidelines for co-ordinating training development activities in the Canadian Forces. *Topics:* Basic training; courses in-service; courses out-service; management training; post-graduate training; and training technology.

ND-150

Enrolment and Recruiting

Description: Information dealing with enrolment and recruiting within the Canadian Forces. *Topics:* Recruiting advertising; enrolment inquiries for Canadians, aliens, and officer applicants, and for Regular Officer Training Plan; enrolment applications for Officer Candidate Training Plan and for females.

ND-160

Civilian Personnel - Employee Training

Description: General guideline and correspondence files on civilian training within the Canadian Forces. *Topics:* Employee training and development; apprenticeship training; training agreements; annual training and development review reporting; and civilian training study.

Dependants Education Programs Division

The Division is responsible for developing policy on, and administering, organizing constructing, equipping, and operating the National Defence Dependants School System. This includes teacher establishments and salary agreements, the attendance of children at municipal schools on payment of school fees, and the payment of education allowances, under Privy Council authority or the Military Foreign Service Regulations, 1979, for children of members of the Canadian Forces serving in Canada and abroad.

Classes of Records

ND-170

Education of children of members of the Canadian Forces

Description: Information on the provision of education and facilities at the elementary and secondary levels within Canada and abroad. *Topics:* Overseas (Schools); teachers' recruitment and nomination (Overseas Schools); financial; reports and statistics; non-resident school fees (Canada); and teachers' salaries (in Canada).

Official Languages Division

The Division is responsible for the development of all departmental official languages policies, both military and civilian, ensuring that they are in accordance with the Official Languages Act, government policies, and the requirements of the Department. This includes the responsibility to evaluate, monitor, and amend existing policies, and formulate, when necessary, new directives on terminology, translation, language training programs, and testing. In addition, the Division identifies the language requirements of all civilian positions, maintains an automated information system on civilian personnel, and schedules their language training.

Manuals

- Official Languages Plan (Military)
- Official Languages Plan (Civilian)
- Manual for the Identification of Language Requirements of Military Positions
- Administrative and Staff Procedures (Volume 5) Military Terminology - Part one: Military Lexicon; Part two: Military Glossary

Classes of Records

ND-180

Official Languages

Description: Information on the administration of the Department's official language plans. *Topics:* Official languages; civilian requirements; military requirements; and departmental official language plan.

ND-190

Language Training

Description: Information on language training in the Department.

Personnel Services Division

The Division is responsible for originating, developing, and implementing policies on physical education programs for military personnel and for recreation activities for Canadian Forces members, their

dependents, and resident ND civilian employees. The Division is also responsible for administering all non-public fund operations, programs, activities, and the Canadian Forces Exchange System (CANEX).

Manuals

- Policy Manual Governing Operation of Personnel Support Programs in the Canadian Forces
- Policy and Procedures Manual for Non-Public Funds Accounting
- Policy Manual Governing the Operation of the Canadian Forces Exchange System
- Canadian Forces Mess Administration Manual
- Administration and Operation of Physical Education and Recreation Programs Manual

Classes of Records

ND-200

Canadian Forces Exchange System (CANEX)

Description: Information on the Canadian Forces Exchange System. *Topics:* Organization and management; accounting and finance; communications; facilities; merchandising; operations; personnel; and Public Support.

ND-210

Amenities - Canadian Forces

Description: Information on the Canadian Forces Amenity programs. *Topics:* Policy; books, magazines, and newspapers; entertainment films; live shows; radio and television; spirits, wine and beer; and tobacco and cigarettes.

ND-220

Canadian Forces Physical Education and Recreation

Description: Information on the Canadian Forces Physical Education and Recreation Programs. *Topics:* Policy; physical education and recreation - sports; and sports competitions and championships - national and international.

ND-230

Non-Public Funds - Canadian Forces

Description: Information on Canadian Forces non-public funds. *Topics:* Canadian Forces central funds; benevolent - Welfare - Trust and Assistance Funds; and Public Support to Non-Public Funds.

Compensation and Benefits Division

The Division is responsible for planning and directing the development of policies and programs for military and civilian compensation, allowances, and personal benefits for personnel employed in a wide variety of environments and requiring special compensation plans and practices specific to the Department's requirements and equitable with outside compensation policies.

Classes of Records

ND-240

Personnel Insurance

Description: Information on policies and procedures for hospital and

medical benefits to dependants of military personnel. *Topics:* Hospital and medical; medicare; Service Income Security Insurance Plan; etc.

ND-250

Industrial Relations and Compensation

Description: Information on military compensation and benefits in relation to comparable benefits available outside the military.

ND-260

Financial Benefits - Pay and Allowances

Description: Information on policies and programs for military compensation, allowances, and personnel benefits, as related to comparable benefits available to the Public Service. *Topics:* Pension deductions; contributions and deferred pay; pay allotments and remittances; fines; forfeitures and deductions; transportation and travelling expenses; and miscellaneous entitlements and grants.

Personnel Co-ordination and Administrative Services Division

The Division is responsible for the administrative functions of the Departmental Personnel Management Information Systems, investigation of and replies to personnel inquiries and complaints including those under the provisions of the Canadian Human Rights Act and the Privacy Act, publication of personnel newsletters for both military and civilian personnel, records management services for personnel records, and fatal casualties.

Manual

- Personnel Management Information System Manual

Classes of Records

ND-270

Canadian Human Rights Act

Description: Policy, guideline, and correspondence files on the relationship between the Canadian Human Rights Act and present and former military personnel or civilian employees of the Department of National Defence.

ND-280

Privacy Act

Description: Information on the Privacy Act with respect to present and former military personnel or civilian employees of National Defence. *Topics:* Privacy Act - policy; information banks; statistical returns; complaints and investigations; and inquiries.

ND-290

Canadian Forces Personnel Newsletter

Description: Information on the production, distribution, and subjects in the Newsletter. *Topics:* Dissemination of information on Canadian Forces personnel matters; letters to the editors; and production and distribution.

ND-300

National Defence Public Service Communique

Description: Information on the production, distribution, and subjects in the Communique. *Topics:* Dissemination of information on civilian personnel matters; letters to the editor; and production and distribution.

ND-310

Personnel Management Information Systems

Description: Information on the personnel management information systems. *Topics:* Policy; automated system design, development, evaluation, and modifications; sub-systems; system input; data elements and codes, military occupation and specialty qualifications; system output; quality control; personnel management and personnel-related information systems; training management information system; and long-term personnel information project.

ND-320

Documentation and Records

Description: Information on the requirement for documentation and records for Canadian Forces personnel. *Topics:* Records of service; documents; trade qualification records; statement of ordinary residence; release documentation; certificates; personal documents required for records and pension purposes; and unit employment records.

Personnel Careers and Senior Appointments Branch

The Branch is responsible for controlling and administering the assignments and career progression of military personnel who have completed basic training; developing, implementing, and interpreting personnel management policies; selecting personnel for career development and academic upgrading; determining military standards of dress, drill and ceremonial; administering honorary military appointments; and monitoring conditions of service as experienced by service members and their dependants.

Manuals

- Manual of Personnel Evaluating and Reporting, Officers
- Manual of Personnel Evaluating and Reporting, Other Ranks
- Canadian Forces Dress Manual

Classes of Records

ND-330

Badges and Insignia

Description: Information dealing with the badges and insignia of the Canadian Forces. *Topics:* Badges and insignia for Canadian Forces; commands; units; branches; ranks; and qualification.

ND-340

Postings

Description: Information on postings and transfers of Canadian Forces personnel. *Topics:* Policy; postings, officers; postings, other ranks; posting orders and instructions; and postings, temporary duty to courses.

ND-350

Battle Honours

Description: Information dealing with battle honours.

ND-360

Ceremonies, Celebrations

Description: Information dealing with participation, by National

Defence, in ceremonies and celebrations *Topics:* Ceremonies and celebrations; centennials; and observance of special days.

ND-370

Colours, Flags

Description: Information dealing with colours and flags. *Topics:* Flags; pennants; colours; devices; and accessories.

ND-380

Appointments

Description: Information dealing with military appointments. *Topics:* Senior appointments, aides-de-camp, commanders; Colonel Commandants; Colonel of the Regiment; and Honourary.

ND-390

Bands

Description: Information dealing with bands of the Canadian Forces. *Topics:* Policy; music and songs; regimental marches and calls; organization; and participation in ceremonies.

ND-400

Dress Instructions

Description: Information on dress regulation and clothing requirements in the Canadian Forces. *Topics:* Ceremonial; environmental; women personnel; design; officers; other ranks; and special purpose.

ND-410

Careers

Description: Information dealing with career matters of Canadian Forces personnel. *Topics:* Careers, Officers; Career Development Program, other ranks; and careers, men.

ND-420

Engagement and Re-engagement

Description: Information dealing with engagement and re-engagement of Canadian Forces personnel. *Topics:* Policy; extension of service; vested rights; and liability to serve.

ND-430

Honours and Awards

Description: Information on honours and awards. *Topics:* Honours; awards; citations; commendations; medals; and decorations.

ND-440

Promotions

Description: Information dealing with promotions of Canadian Forces personnel. *Topics:* Promotions, Officers; and promotions, other ranks.

ND-450

Other Ranks

Description: Information dealing with ranks and rank structure of the Canadian Forces. *Topics:* Ranks, general; ranks, qualifying examinations; and rank structure.

ND-460

Releases

Description: Information dealing with releases of Canadian Forces personnel. *Topics:* Policy; officers; and other ranks.

ND-470

Remustering of Tradesmen

Description: Information dealing with the remustering of Canadian Forces personnel.

ND-480

Retirement

Description: Information dealing with retirement of Canadian Forces personnel. *Topics:* Policy; premature retirement; and compulsory retirement.

Chaplain General Protestant Division

The Division is responsible for upholding and fostering spiritual values and pastoral care of Protestant Canadian Forces personnel and dependants. This includes the implementation of ecclesiastical and military policy, as it affects the ministry of chaplains, to members of the Forces and their dependants; administration of chapel-oriented programs that provide a comprehensive pastoral ministry; development of lay participation and leadership; administration of all religious activities, including those involving chaplain service with the Reserves and Cadets; and the maintenance of a close working relationship with the Canadian Council of Churches, through its committee on Chaplain Service in the Forces and various civilian committees concerned with sponsorship of Protestant chapel stewardship projects.

Manuals

- Contemporary Hymn Book
- Working Resources Manual, Chaplains' Handbook

Classes of Records

ND-490

Chaplain Services - Protestant

Description: Information on chapel and religious activities conducted for, or on behalf of, the Canadian Forces personnel and their dependants. *Topics:* Protestant denominations; religious administrations; moral and religious training; chapel offerings; stewardship; and Sunday School Mission Project.

ND-500

Chaplain Training - Protestant

Description: Information on training conducted to increase the effectiveness of Chaplains and lay leaders in their ministry to Canadian Forces personnel and their dependants. *Topics:* Advanced Chaplain courses; refresher course; professional training including lay leadership and post-graduate studies; reserve chaplain courses; and junior and middle management courses.

Chaplain General Roman Catholic Division

The Chaplain General (Roman Catholic) is the principal adviser within the Department for upholding and fostering spiritual values and the pastoral care of Catholic servicemen and dependants. In addition, he recommends and implements ecclesiastical and military policy as it affects the ministry of chaplains to members of the Canadian Forces and their dependants and administers programs that provide a comprehensive pastoral ministry to meet the needs of service personnel and dependants. In ecclesiastical matters, the Chaplain General is responsible to the Roman Catholic Military Vicar of the Canadian Forces.

Manual

- Chaplain Handbook (Roman Catholic)

Access Register — 1983

Classes of Records

ND-510

Chaplain Training - Roman Catholic

Description: Information on the training of chaplains and seminarians to perform religious activities on behalf of the Canadian Forces personnel and their dependants. *Topics:* Military training; indoctrinational courses; special courses; orientation courses; and reserve officer training.

ND-520

Chaplain Services - Roman Catholic

Description: Information on church and religious activities conducted for, or on behalf of, the Canadian Forces personnel and their dependants. *Topics:* Chancery activities, religious services, religious training, parish organization and administration, pastoral activities, liturgy, religious education, vocations, moral issues, schools, chapels, ecclesiastical equipment, pilgrimages, ecclesiastical terms of reference Command, Base and Officiating Chaplains, ecclesiastical monthly reports, and ecumenism.

Manpower Utilization Division

The Director General Manpower Utilization is responsible for developing personnel policies and systems through which departmental objectives, both present and forecast, are translated into statements of manpower requirements; ensuring that personnel requirements, establishments, and actual strengths are harmonized within approved policies and budgets; allocating military manpower resources within manning priorities to fill established positions; preparing, and subsequently controlling, annual personnel estimates for military and civilian personnel pay and allowances, salaries, wages, and pension contributions required by the Department; and forecasting and controlling military posting and removal expenses. The Division is responsible for determining the Occupational Analysis requirements for the Canadian Forces.

Manuals

- Canadian Forces Manual of Other Ranks Trade Structure
- Canadian Forces Manual of Officers' Classification Structure

Classes of Records

ND-530

Service Personnel - Occupational Analysis

Description: Information dealing with miscellaneous aspects of service personnel activities. *Topics:* Officers; and other ranks. *Retrievability:* Military Occupation Code Numbers.

ND-540

Officer Classification Structure

Description: Information dealing with officer classification structure. *Topics:* Environment (land, sea, air); revenues; and classification specifications. *Retrievability:* Military Occupation Code (MOC) numbers.

ND-550

Employment

Description: Information on the employment of personnel in the Canadian Forces. *Topics:* Military employment of personnel resources; and military reserves employment.

ND-560

Exchanges, Loans, and Secondments

Description: Information dealing with the administration of personnel exchanges, loans, and secondments. *Topics:* United Nations; Commonwealth nations; allied nations; and other government departments.

ND-570

Manpower

Description: Information on manpower programming. *Topics:* Strength and attrition forecasts - Officer Training Plans; men; enrolment program; financial control program; computer support manning programs; ceilings; manpower requirements (civilian and military); and manning priorities.

ND-580

Qualifications

Description: Information dealing with the qualifications of officers and men. *Topics:* Qualifications; requirements; and officers and other ranks. *Special Note:* Files arranged by Military Occupation Code (MOC) number.

ND-590

Trade Evaluation and Structure

Description: Information dealing with trade evaluation structure and specifications. *Retrievability:* Files arranged by Military Occupation Code.

Classification Division

The Director General Classification is responsible for the administration and application of the classification system to all ND civilian employees. In addition, it handles employees' classification grievances, audits regional classification offices, and develops policies, directives, methods and procedures.

Manual

- Manager's classification handbook

Classes of Records

ND-600

Classification Revision Program

Description: General correspondence and document files on the Classification Audit Programme, the revision of classification standards and internal classification studies, the classification Policy Manual, monthly classification activity reports, classification of civilian personnel positions in the Canadian Forces Europe, classification grievances, and the classification audit program.

ND-610

Position Classification

Description: Files on job descriptions, organizational charts, ratios on job evaluation, on-site review reports, grievance reports, and job ratings.

Civilian Personnel Services Division

The Division is responsible for developing policies and plans and implementing programs for recruitment, promotion, transfer, career management and lay-off of departmental civilian employees, for implementing and maintaining a complete departmental civilian personnel administrative service, for representing the Department in

the development of government-wide policies and programs in all of these personnel areas, and for providing advice to senior military and civilian officials on personnel administration matters.

Manual

- Civilian Personnel Administrative Orders

Classes of Records

ND-620

Civilian Personnel Services

Description: Information dealing with the administration of the Department's civilian personnel activities. *Topics:* General information; general administration; financial administration; staffing; classification; compensation and benefits; staff relations; superannuation; human resources (planning and training); forms and records; career development; Casual Labour Program; collective bargaining courses; industrial relations and compensation; management trainee program; and manpower.

Surgeon General Branch

The Branch is responsible for the organization and administration of the Canadian Forces Medical Services to conserve military manpower and provide medical support for military operations. This includes the development, review, and evaluation of medical policies, plans, and programs relating to operational commitments; therapeutic medicine; preventive medicine; social development services; training and staffing of medical, nursing and medical associate officers, and medical trades personnel; pharmaceutical and financial services; the design and maintenance of medical facilities; and the negotiation of medical agreements with other government departments, civilian hospitals, and affiliated universities in support of Canadian Forces requirements.

Manuals

- Canadian Forces Medical Orders
- Canadian Forces Health Manual
- Canadian Forces Pest Control Manual
- Canadian Forces Medical Service Catalogue of Medical Supplies
- Medical Standards for the Canadian Forces Manual
- Environmental Standards for Canadian Forces Medical Services Laboratories Manual
- Canadian Forces Laboratory Manual
- Medical Assistant Manual, Vol. 1, Canadian Forces Medical Services

Classes of Records

ND-630

Documentation and Records - Medical

Description: Information dealing with medical documentation and records, and their release. *Topics:* Medical dental records. *Retrievability:* Permission of individual concerned is required.

National Defence

ND-640

Welfare

Description: Information dealing with the Canadian Forces Welfare Program and Services. *Topics:* Financial counseling; and social work services.

ND-650

Medical Services

Description: Files contain more detailed expansion of the policy, guidelines and procedures as outlined in medical orders, plus correspondence on medical care and treatment. *Topics:* Medical plans and services; anatomy and physiology; medical care and attendance; bacteriology; blood and blood derivatives; cardiology; diseases and conditions; Diseases and Conditions - tuberculosis, venereal diseases; employment of civilian doctors and nurses; examinations and standards; hearing; human resources and military psychology; hygiene and sanitation; hygiene and sanitation - Industrial, pest control; laboratory services; medicine; medicine - aviation, nuclear, bacteriological and chemical warfare, submarine, climatic, diving; nutrition; psychiatry; medical publications; radiation selection and protection; radiology; reports, returns and statistics; research; surgery; and vision.

ND-660

Medical, Dental and Veterinary Equipment and Supplies

Description: Information dealing with the cataloguing, purchasing, storage, disposal, and quality control of medical, dental, and veterinary equipment and supplies. *Topics:* Medical, dental and veterinary equipment and supplies; drugs, biologicals, and official reagents; medicated cosmetics and toiletries; surgical dressing materials; medical and surgical instruments and supplies; dental instruments, equipment, and supplies; X-ray equipment and supplies - medical, dental, and veterinary; hospital furniture, equipment, utensils, and supplies; hospital and surgical clothing and textile special-purpose items; optician's instruments, equipment, and supplies; medical sets, kits, and outfits; instruments and laboratory equipment.

Dental Services Division

The Division is responsible for formulating dental policies, plans, and programs to ensure the dental health of all members of the Canadian Forces, and in certain areas, their dependants and other civilians. This includes providing treatment along with the necessary accommodation, equipment and supplies; preparing the related budget; co-ordinating Command and Dental Unit resource allocations for the provision of dental services; determining both the professional and technical training standards and requirements for dental personnel; and maintaining liaison and representing the Canadian Forces with dental services of other nations, with federal and provincial dental associations, and educational agencies in Canada.

Manuals

- Canadian Forces Dental Orders
- Canadian Forces Catalogue of Dental Supplies
- Manual of Preventive Dentistry

Classes of Records

ND-670

Dental Treatment Services

Description: Information on policy and statistics and general information on provision of dental care in the Canadian Forces Dental Services. *Topics:* General policies; entitlement, to dental treatment, of

military and civilian personnel; dental care delivery system; reports and returns; statistical analysis of treatment programs; research and development; and dental treatment accounts and costing.

ND-680

Personnel Dental Records

Description: Dental fitness and treatment records. *Topics:* Assessment of dental fitness; condition on enrolment; record of dental conditions and past dental treatment; brief medical questionnaire. *Retrievability:* Files arranged by name, rank and Social Insurance Number. Permission of individual concerned is required.

Reserves and Cadets Division

The Division is responsible for advising on policy, training standards, and doctrine for the employment of Reserve Force sub-components, operational information, structuring and development, operational training, equipment acquisition, and the implementation of National Defence Headquarters Reserve policy. The Division also provides advice on departmental support to cadet programs sponsored by the Navy, Army Cadet, and Air Cadet Leagues.

Manuals

- Training, weapon, and equipment operator's manuals for the Navy Reserve, Militia Air Reserve, and the Communication Reserve
- Queen's Regulations and Orders for the Canadian Cadet Organizations

Classes of Records

ND-690

Cadets

Description: Information dealing with the administration, organization, and establishment of Cadet Corps and Schools, cadet training courses, and cadet exchanges. *Topics:* Cadet; and Cadets - Air, Army, Sea

ND-700

Reserves

Description: Information dealing with the administration, training, doctrine for employment, operational information, structure and development, and equipment acquisition for the Reserves. *Topics:* Reserves general administration; policy; and equipment policy for the Reserves.

Maritime Plans, Operations and Requirements Branch

The Branch is responsible, within National Defence Headquarters, for the development of maritime policy and doctrine relating to force structure, capability requirements, equipment requirements, contingency plans, operational employment, resource management, manning, training standards, and the policy for training and employment of the Naval Reserve.

Manuals

- Maritime Strategy Study (1970-2000) Manual
- Maritime Force Development Guide Manual

- Maritime Commander's Operational Planning Guidance Manual

Classes of Records

ND-710

Auxiliary Fleet Administration

Description: Correspondence on the administration of the auxiliary fleet. *Topics:* General administration, docking and undocking reports, finance and accounting, replacement program, equipment, and personnel.

ND-720

Maritime Collisions

Description: Correspondence and reports on collisions at sea. *Topics:* Groundings; berthing incidents; and mishaps.

ND-730

Command and Control - Sea

Description: Correspondence on the various maritime systems generically called Command and Control systems which are concerned with the collection, evaluation, display, and dissemination of tactical information to permit effective command of a force at sea.

ND-740

Maritime Defence

Description: Correspondence on maritime defence. *Topics:* Defence of ships; utilization of Government-owned vessels during emergency or war; torpedo counter-measures; Maritime Forces deployment; Maritime Defence in the Arctic; security of Canadian ports, internal waters, and shipping.

ND-750

Maritime Operations

Description: Correspondence on maritime operations. *Topics:* Employment of Maritime Forces; ships' Movement Reporting System; naval gunfire support; operational readiness; and International Commission on North Atlantic Fisheries - fisheries patrols.

ND-760

Maritime Operations - Contingency

Description: Correspondence on maritime contingency operations. *Topics:* Civil direction of shipping; naval control of shipping; Naval Officer-in-Charge Organization; and Fisheries Emergency Control Organization.

Army Requirements and Operations Branch

The Branch is responsible for Army future force development, doctrine (what we teach), force structuring, operational training and planning, equipment requirements, and scaling of equipment.

Manuals

- Army Doctrine Manuals
- Army Future Force Development Manual
- Army Logistics Guide
- Army Field Scales Manual
- Army Field Force Equipment Tables

- Army Ammunition Staff Tables
- Helicopter Operating Instructions (Army) Manual

Classes of Records

ND-770

Organization (Army)

Description: Information on development of force structure and unit establishments. *Topics:* Units and formations.

ND-780

Command and Control Systems - Land

Description: Information on development and user input to Command and Control System, development of operational concepts and organization for the land forces, and Combat Development Canada.

ND-790

Instructional Material

Description: Instructional pamphlets, book, manuals, etc. resulting from the development of Land Doctrine.

ND-800

Land Environment

Description: Information on the British Army Training Conference (Training in Canada) and British Exercises in Canada.

ND-810

Appointments - Colonel Commandant

Description: Information on the appointment and activities of Colonel Commandants for Branches of the Canadian Forces.

ND-820

Appointments - Colonel of the Regiment

Description: Information on the appointment and activities of Colonels of the Regiment of the Canadian Forces Regiments.

Air Doctrine and Operations Branch

The Branch is responsible for all air force matters including the type of air force that is required and how it should be used, equipped, and trained to meet established departmental objectives. This Branch also advises on Air Reserve employment and training policy, and provides environmental representation to meet national and international liaison and representational requirements.

Manuals

- Canadian Forces Nuclear Safety and Inspection Orders Manual
- Search and Rescue Orders and Procedures Manual

Classes of Records

ND-830

Air Defence

Description: Information on Air Defence as it applies to North America. *Topics:* Movement of aircraft, detection and tracking, and deployment of aircraft.

National Defence

ND-840

Air Doctrine and Operations

Description: Information on various modes of employment of air vehicles in both the combat and support role. *Topics:* Aerial, tactical and reconnaissance operations; flying rates; ejection; bail-out and parachuting procedures; and doctrine development.

ND-850

Air Regulations - Infractions

Description: Information on Security identification zones air regulations in general, and investigation of infractions.

ND-860

Air Traffic Control

Description: Information on matters related to air traffic control, mainly on a day-to-day basis in a peacetime environment. *Topics:* Control of airways; zones; and military flying areas.

ND-870

Air Weapons Safety

Description: Information on air weapons safety in general, as well as policy and investigations of accidents and incidents.

ND-880

Flight Information

Description: Notices to airmen, danger and restricted areas, and Annual Air Facility Description. *Topics:* International Civil Aeronautical Organization; publications; and aeronautical charts.

ND-890

Meteorology

Description: Information on all aspects of meteorology in the Canadian Forces, mainly from an organizational and administrative point of view. *Topics:* Communications; publications; secondment of personnel; forecasting; and observing.

ND-900

Nuclear Weapons

Description: Information on policy and various administrative procedures and understandings that pertain to the control of nuclear weapons. *Topics:* Administration; accidents and incidents; field activities; safety; storage; and supplementary arrangements.

ND-910

Overflights

Description: Information on overflights of Canada by aircraft of various nations under various circumstances; also overflights of other countries.

ND-920

Search and Rescue

Description: Information on virtually all aspects of search and rescue as it pertains to National Defence. *Topics:* Aircraft; marine; missing persons; and mercy flights.

ND-930

Warfare - Anti-Submarine

Description: Information on systems and techniques employed in anti-submarine warfare. *Topics:* Detection systems; and sound surveillance.

ND-940

Operational Equipment Requirements - Air

Description: Information on various air-related equipment requirements including air vehicles, ground support equipment, and some ground installations. *Topics:* Tactical requirement; ground support; and training requirement.

ND-950

Air Training

Description: Information on air training in general. *Topics:* Training flights; flying boats; parachuting; aircrew; packer rigger; weapons instructor; and meteorology, air operational, search and rescue.

Military Communications and Electronics Division

The Division is responsible for providing communications and electronics support to National Defence by directing or co-ordinating all military communications and electronics matters. This includes co-ordinating communications for exercises and operations, communications security, communications plans and requirements, the management of radio frequencies, co-ordination of international military communications matters, and electronic warfare.

Manuals

- Manuals dealing with the operation and maintenance of communications security equipment and the inventory control of communications security material
- National Defence Frequency List Manual
- Management of the Radio Frequency Spectrum Manual
- Land Forces Combat Development Committee Study on Combat Communications (1986-1995) Manual

Classes of Records

ND-960

Communications and Electronics

Description: Information dealing with communications and electronics in the Canadian Forces. *Topics:* Air Traffic Control Systems; Air Transportable System; Automated Data Processing (ADP) System; electronic warfare; fixed communications; frequencies; fleet communications; navigation aids; and radar.

ND-970

Training and Employment

Description: Files dealing with the training and employment of communications personnel in the Canadian Forces. *Topics:* Communication training including security; electronic warfare; Communications Officer training and employment; and employment of communication personnel.

ND-980

Communications Equipment

Description: Correspondence and directives dealing with the procurement and distribution of certain electronics equipment. *Topics:* Communications security equipment and components; and electronic warfare equipment.

Military Engineering Operations Division

The Division acts as principal adviser on all military engineering and cartographic matters for both Regular and Reserve forces. This includes training standards, policy, and doctrine for the employment of military engineering and cartographic units. The Division also provides operational information, advice, and guidance for the military engineering and cartography portion of the departmental force structuring, operational planning, training, and resource management processes, and meets national and international liaison and representational requirements.

Manual

- Engineers in Battle Manual

Classes of Records

ND-990

Mapping and Charting

Description: Information on mapping and charting at National Defence. *Topics:* Requirements; formal agreements; operational developments; and requests and issues.

ND-1000

Land Mines

Description: Information on land mines and land mine warfare in the Canadian Forces and allied armies. *Topics:* Anti-tank mines; anti-personnel mines; off route mines; scatterable mine systems; mine countermeasures; mine dispensing equipment; and mine detection.

ND-1010

Military Engineering Training

Description: Information on military engineering training in the Canadian Forces. *Topics:* General; officers; civilians; field engineer; structures; mechanical; and fire prevention.

Military Plans and Operations Co-ordination Division

The Division aligns military (sea, land, air) operations and plans so that they are mutually supporting and centrally controlled. The Director General Military Plans and Operations applies a National Defence Headquarters overview to current national concerns in planning for war and peacetime emergencies. As well, the Division acts as a focal point for operational training and activity planning by tasking and monitoring operations of the Canadian Forces and co-ordinating Canadian Forces activities on Standardization Agreements and equipment requirements for nuclear, chemical, and biological defence operations.

Manuals

- Current National Operational Defence Plans
- Provision of Services to Non-Defence Agencies Manual
- Nuclear, Biological and Chemical Training Manuals

Classes of Records

ND-1020

Nuclear, Biological and Chemical Defence

Description: Information on the Canadian Forces defence to nuclear, biological, and chemical threats as it relates to training and equipping

the Canadian Forces. *Topics:* Equipment; and nuclear, biological and chemical training.

ND-1030

Domestic Operational Plans

Description: Current national plans dealing with domestic emergencies of military or civil nature. *Topics:* Aid to other federal departments; aid to civil powers, armed assistance, etc; domestic emergency plans; emergency planning; and mobilization planning.

ND-1040

Canadian Forces Commitments to the United Nations

Description: Canadian Forces commitments to United Nations operations and plans. *Topics:* United Nations Truce Supervisory Organization; United Nations Forces in Cyprus; and United Nations Disengagement Observer Force.

Military Intelligence and Security Branch

The Branch develops policies and plans for the management of National Defence intelligence and security resources; produces and disseminates timely defence intelligence; controls the activities of Canadian Forces Attachés and Advisers; is the point of contact for foreign military attachés and advisers accredited to Canada; and provides security services to the Department.

Manual

- Security Orders for the Canadian Forces Manual

Classes of Records

ND-1050

Intelligence

Description: Information dealing with intelligence information for the use of the Department. *Topics:* Intelligence requirements; briefing; production; facilities; studies; and publications, plans, and analyses.

ND-1060

Security

Description: Information dealing with security, education, and information within the Canadian Forces. *Topics:* Security in an emergency; internal security operations; security education (policy, bulletins, posters); briefings (by country); security information systems (research and development); physical safeguards; release of information (by country); technical security inspections; security of installations (bases/units); security of personnel training; and counter-intelligence.

Flight Safety Directorate

The Directorate makes recommendations and develops programs that will result in the prevention of accidental losses of aviation resources. This includes identifying hazardous areas of Canadian Forces air operations and support functions; developing and monitoring the flight safety program; reviewing aircraft occurrences for trend analysis; providing educational information; participating in the development of new aviation resources; conducting flight safety surveys at civil contractor facilities; and exchanging flight safety information with other military and civilian agencies, solely for accident prevention purposes.

Manuals

- Flight Safety for the Canadian Forces Manual
- Occurrence Investigation Techniques Manual

Classes of Records

ND-1070

Aircraft Accidents

Description: Correspondence relating to general policy concerning aircraft accidents, investigations, and summaries of accidents in the Canadian Forces and other countries, replies to requests by the public for information, and aircraft salvage and wreckage recovery. Files on each aircraft in the Canadian Forces inventory contain reports of accidents and incidents to that aircraft. *Topics:* Aircraft accidents-general; returns and summaries; aircraft of other countries; investigations; Canadian Forces and Transport Canada Co-ordination; and salvage and wreckage recovery. Special Access Notes: Aircraft designer and serial number.

ND-1080

Aircraft Flight Safety

Description: Correspondence dealing with general policy, guidelines, bulletins, posters, publications, awards, operational hazards and foreign object damage associated with flight safety. *Topics:* Statistics; industrial flight safety surveys; and bird hazards.

General Safety Directorate

The Directorate is responsible for overall development, co-ordination, and administration of the Department's General Safety Program and for advising on General Safety accident experience, risk and loss control management, and policy for occupational health.

Manuals

- DND General Safety Program manual
- DND General Safety Standards manual
- DND General Safety Precautions manual

Classes of Records

ND-1090

Accident Prevention and Safety

Description: Information dealing with the administration of the Department's General Safety Program. *Topics:* Standards and precautions; and occupational health and safety.

ND-1100

Safety Standards

Description: Information on general safety standards and precautions.

ND-1110

Accident Prevention Training

Description: Information dealing with the administration of the Department's General Safety training program. *Topics:* Supervisor's safety; safety management; and management and occupational health training courses for military and ND civilian personnel.

Base Planning and Development Directorate

The Directorate is responsible for co-ordinating base planning activities within the Department, preparing Base Planning Guidelines, monitoring the implementation of Base Development Plans, planning for joint use and occupancy of Canadian Forces Bases by civil authorities and foreign military powers, providing advice to other staff agencies on base planning matters, and co-ordinating civil use of military airfields.

Classes of Records

ND-1120

Base Planning

Description: Information dealing with base planning and development. *Topics:* Base closures; base consolidations; and base openings.

ND-1130

Request for use of ND Facilities

Description: Information dealing with the civil use of National Defence aerodromes. *Topics:* Requests; authorization; and co-ordination.

Materiel Administration and Programs Division

The Division exercises control over the administrative functions for those units of the Canadian Forces permanently allocated to the Assistant Deputy Minister Materiel, provides administrative support to the Defence Research Establishments, provides documentation and discussion papers for review; administers the departmental inventions and patents program, and co-ordinates the departmental logistics operations.

Classes of Records

ND-1140

National Defence Publications - Production and Distribution

Description: Information on documentation and drawing services (including the design production and management of the Department's publications).

ND-1150

Inventions and Patents

Description: Information on departmental policies on patent administration. *Topics:* Inventions and patents; inventions submitted to the Department; patent applications referred to the Department; patent opinions, validity and infringement; trade mark matters; copyright matters; design matters; and inventions arising from ND contracts.

ND-1160

Logistics Operations

Description: Information on logistic contingency plans and procedures and co-ordination of logistics aspects of operations. *Topics:* Logistics operations - national and international, logistic policy and doctrine, and logistic systems evaluation.

International Programs Division

This Division is responsible for planning and directing the Department's position on all NATO matters relating to research, development and production of defence equipment, on support of marketing of defence equipment, and for participating in all aspects of national and international marketing activities. This includes costing, evaluating, and obtaining necessary approvals for all departmental commitments in support of defence equipment sales. In addition, the Division co-ordinates export permits, memoranda of understanding, and metric conversion.

Classes of Records

ND-1170

Exports and Imports

Description: Information dealing with National Defence export permits. *Topics:* Policy; applications for export; intelligence and security implications; and reports of export permits.

ND-1180

Metric System

Description: Information on metric conversion at National Defence.

ND-1190

Equipment and Supplies - (Military Assistance Program)

Description: Information on the Military Assistance Program. *Topics:* Policy; general; Turkish T33 Aid Program; and Portuguese Aid Program. *Special Access Notes:* By country and subject.

Explanatory Note - Equipment Files

Files dealing with specific supply items or categories of equipment, including communications equipment, are common to all agencies dealing in procurement, engineering, and maintenance, and those agencies responsible for its operational employment. Equipment files are not necessarily identified with a specific operational environment (navy, army or air force). Equipment life-cycle management services are fully integrated and common to all three operational environment.

Weapons Systems and Equipment Engineering and Maintenance Branch

The Branch is responsible for providing all aspects of design, engineering, maintenance, and standardization service for all weapons systems, support systems, and related equipment for the Canadian forces. These functions are effected through Project Managers and Life Cycle Materiel Managers organized in Maritime, Aerospace, Land and Communications, Electronics Engineering, and Maintenance Divisions.

Manuals

- Defence Program Management Systems Guidance Manual
- Life Cycle Management System Guidance Manual

Classes of Records

ND-1200

Equipment and Supplies (Engineering and Maintenance)

Description: Information pertaining to equipment and supplies being considered for acquisition, in the course of acquisition, or in service

within the Canadian Forces. *Topics:* Defects and failures; design and engineering changes; drawings and specifications; maintenance techniques; and modifications and alterations. *Special Access Notes:* Subject, equipment name, contract number, catalogue number.

ND-1210

Weapons and Systems (Engineering and Maintenance)

Description: Correspondence, instructions, and technical descriptions on weapon systems and primary equipment platforms of Maritime and air elements, and guns, missiles, and launchers for all environments. *Topics:* Guns by type; launchers; fire control systems; aircraft by type; ships by class and name; and guided missiles.

ND-1220

Machinery, Vehicles, Engines (Engineering and Maintenance)

Description: Correspondence, instructions and technical information on cataloguing and identification, defects, maintenance, repair, and overhaul, and supply and demand. *Topics:* Ship and boat propulsion components; deck machinery; passenger motor vehicles; trucks and truck tractors (wheeled), by type; trailers; combat, assault and tactical vehicles (tracked); engines by type and application; and turbines by type and application. *Special Access Note:* Class of main system and type.

ND-1230

Communications - Electronics Systems and Equipment (Engineering and Maintenance)

Description: Correspondence, reports, scaling, and technical information on communications - electronics systems. *Topics:* Telephone and telegraph; teletype and facsimile; radio and television; radio navigation; intercommunication and public address; radar; underwater sound equipment; also components and connectors.

ND-1240

Military Clothing and Personal Equipment

Description: Correspondence, reports, scaling, and technical information on military clothing and personal equipment. *Topics:* Flags and pennants; clothing - individual equipment and insignia; outerwear - men's, women's; clothing, special purpose; underwear - men's, women's; footwear - men's, women's; hosiery; and badges and insignia.

Supply Branch

The Branch is accountable for the provision of materiel for the Canadian Forces.

Manual:

- Canadian Forces Catalogue of Materiel
- Supply Policy Manual
- Supply Instructions Manual
- Warehousing Manual
- Packaging and Preservation Manual
- Canadian Forces Procedures for the Acquisition of Capital Equipment Manual
- Processing of Invoices Manual
- Maintainability - Equipment Maintainability Requirements (Land) Manual

Classes of Records

ND-1250

Equipment and Supplies

Description: Correspondence files on various stages of acquisition, life of, and disposal of equipment and supplies. *Topics:* Cataloguing and identification; contract demands; disposal; initial provisioning; issues from and restocking; local purchases; packing, packaging and preservation; recovery, recuperation and salvaging; Replacement Program; sales, transfers and free issues; scales and tables - Canadian Forces Scales; spare parts; stocktaking and inventories; storage and warehousing; supply and demand; and surplus and excess stores.

ND-1260

Food Services

Description: Information on the provision of food services in the Canadian Forces. *Topics:* General; staff visits; and unit returns.

Transportation Division

The Division is responsible for the provision of transportation and postal services. This includes planning, programming, and managing the actual provision of transportation and postal services, and the management of the Department's vehicle accident prevention program.

Manuals

- Transportation Manual
- Canadian Forces Postal Services Manual
- The Transportation of Explosives & Other Dangerous Materials by Military Aircraft Manual
- Drivers' Regulations Manual
- Snow and Ice Control Manual

Classes of Records

ND-1270

Transportation - General

Description: Information dealing with the Department's transportation services. *Topics:* Material; personnel; programming and requirements; rates and tariffs; reports and returns; special flights; systems development; and vehicles.

ND-1280

Postal Services

Description: Information dealing with the Canadian Forces Postal Service. *Topics:* Handling of mail; regulations; postal inspections; special arrangements; and financial operations.

ND-1290

Canadian Forces Mobile Support Equipment Safety Program

Description: Information dealing with the administration of the Canadian Forces Mobile Support Equipment Safety Program. *Topics:* Reports, returns and statistics; and competitions and awards.

Ammunition Division

The Division is responsible for providing and managing ammunition design engineering, maintenance, storage, explosive safety, and disposal services for the Department. In addition, it develops and recommends ammunition-related policies and programs, and provides guidance and co-ordination for their implementation.

Classes of Records

ND-1300

Accidents - Explosive

Description: Information on accidents and explosive hazards at National Defence. *Topics:* Accidents - explosives safety; shipboard magazines - explosive hazards; and accident reports.

ND-1310

Ammunition and Explosives

Description: Information on ammunition and explosives of all calibers, land mines, torpedoes, missiles, pyrotechnics, demolition materials, fuses, design, modification, and storage. *Topics:* Design engineering; maintenance; storage; explosive safety; disposal; technical information; and ammunition restrictions.

Materiel Quality Assurance Division

The Division is responsible for planning and directing departmental quality assurance policies and activities; compiling and publishing Canadian Qualified Products Lists; maintaining surveillance over defence contractors and departmental manufacture and repair facilities systems of quality control and inspection; establishing and ensuring the implementation of quality assurance standards for the repair, overhaul, modification, and acquisition of new equipment; and ensuring the quality of materiel being procured for National Defence, other government departments and foreign governments as required.

Manual

- Manual of Department of National Defence Quality Assurance Management Class of Records

ND-1320

Equipment and Supplies (Inspections)

Description: Quality control inspection files. *Topics:* Quality Control Inspections - General, commodities, other countries, other government agencies, Canadian companies.

Construction and Properties Branch

The Branch is responsible for formulating plans and programs for the design, construction, operation, maintenance, protection, and evaluation of accommodations, fixed facilities and utilities; implementing approved programs; managing real property and utility services; co-ordinating the disposal of surplus real property and facilities; formulating related policies; and providing the necessary control and guidance for their application.

Manuals

- Canadian Forces Construction Engineering Manual
- Construction Engineering Technical Orders

Classes of Records

ND-1330

Construction Engineering

Description: Information on the acquisition, disposal, utilization, and management of real property or interest therein; design and construction of works projects; the maintenance of works and buildings; utilities services; and similar functions within National Defence. *Topics:* Accommodation, airfields, construction and maintenance, fire prevention, grounds maintenance, heating systems, janitorial services, natural resources management, real property management, acquisition of works and buildings, lettings, disposal, research and development, sanitation services, and utilities.

ND-1340

Environmental Protection and Pollution Control

Description: Information on environmental protection and pollution control within National Defence. *Topics:* Water, air, solid waste disposal, and toxic hazardous waste disposal pollution control; and environmental assessment and review.

Research and Development Branch

The Branch is responsible for the formulation and conduct of the departmental Research and Development Program. It participates in the formulation and implementation of departmental policies for research and development activities, controls and directs the operation of the Defence Research Establishments, and ensures that knowledge and application of actual and anticipated advances in science and technology are brought to bear on all departmental functions.

Manual

- Research and Development Manual

Classes of Records

ND-1350

The Technical Co-operation Program

Description: Information on co-operation in research and development with defence departments in Australia, New Zealand, Britain and the United States. *Topics:* Guided missiles; undersea warfare technology; electronic devices; military space research; nuclear weapons defence; and behavioral sciences.

ND-1360

Applied Research

Description: Information on applied research and technology base activities and projects. *Topics:* Military College Grants; defence science contracting; surveillance and remote control sensing; and laser technology.

ND-1370

Equipment and Supplies - Research and Development

Description: Research and development information on equipment and supplies requested by the Department. *Topics:* Research requirements of the Canadian Forces; industrial research and development; and bilateral arrangements for research and development with other countries.

Audit Division

The role of internal audit within National Defence is to advise management on the adequacy, efficiency, and effectiveness of the Department's management control framework (including controls over military operations) in facilitating the economic, efficient, and effective achievement of departmental objectives.

Manual

- DND Manual of Internal Audit

Classes of Records

ND-1380

Auditing

Description: Correspondence on departmental auditing programs. *Topics:* Limited dividend housing; progress reports; special investigations; functional audit program; professional practices; and systems development reviews.

Financial Services Branch

The Branch is responsible for controlling and co-ordinating the financial administration functions of the Department. This involves ensuring the effective functioning of the departmental budgetary system, effective internal controls over funds and assets, effective accounting systems, procedures and practices, the interpretation and communication of financial policies and procedures, the provision of costing, military pay, superannuation administration and financial services, and the operation of the Department's financial information system.

Manuals

- Financial Administration Manual
- Cost Factors Manual

Classes of Records

ND-1390

Finance and Accounting

Description: Files on the overall financial administration of the Department. *Topics:* Accounting; allotments; financial arrangements and agreement; costing; administration of pay and allowances; and write-offs.

Management Services Division

This Division is responsible for controlling the administration of departmental management consulting services, providing a departmental forms management program, and administering the departmental reports control program. It also controls the administration of automatic data processing support to military commanders and departmental managers by formulating appropriate policies, procedures and plans, as well as conducting evaluations. In addition, the Division directs the analysis and design of departmental information systems.

National Defence

Manuals

- Manual of Management Consulting Services
- Automated Data Processing Policies and Procedures Manual

Classes of Records

ND-1400

Management Services

Description: Information on management consulting services projects and scales and standards program studies. *Topics:* Management consulting services project reports; scales and standards studies; and advisory services. *Special Access Notes:* Fiscal year, file number, title of report, client.

ND-1410

Automated Data Processing

Description: Information on automated data processing standards, base automated data processing program, logistic services, and systems applications.

ND-1420

Management Information Systems (Design and Analysis)

Description: Automated management information systems. *Topics:* Automated data processing - general; annual automated data processing Report and Plan; the personnel management information system; the organization and management of management information systems; the technical services of management information systems; and analysis and design of management information systems.

ND-1430

Integrated Automatic Data Processing System

Description: Information on the system and files on policy and planning.

Office of the Judge Advocate General

The Office provides legal advice to the Department and the Canadian Forces, oversees a system of courts and justice applicable to all members of the Canadian Forces and to civilians subject to the code of service discipline under Section 55 of the National Defence Act, administers and settles damage and injury claims by and against the Department, administers the service estates of all deceased members of the Canadian Forces, and administers the Service Pension Board.

Classes of Records

ND-1440

Accidents - Mobile Equipment

Description: Information on ND mobile equipment accidents involving possible liabilities by or for the Crown. *Special Access Note:* Permission of individual involved in particular accident or ND vehicle number required.

ND-1450

Claims

Description: Information dealing with the administration of a claims section and with claims by and against the Crown. *Topics:* Claims - general, by and against the Crown, and against NATO countries; ministerial compensation for loss or damage; and contract settlement. *Retrievability:* Permission of individual to whom claim applies is required.

ND-1460

Legal Matters

Description: Information dealing with settlements pertaining to legal matters. *Topic:* General; lease termination liability; citizenship; National Defence personnel testifying as witnesses; military courts; civil courts; Broadcast Musical Industries Canada Ltd. performing right fees; liability for loss and damage; non-military use of Canadian Forces trade marks, designs, titles, names, uniforms, etc; application for incorporation; employment of civilian counsel - drivers of ND Vehicles; outside Canada; attendance at Judicial Proceedings; affidavits and statutory declarations; federal role in law enforcement in Canada; research projects, law, Judge Advocate General; and legal opinions, Judge Advocate General.

ND-1470

Legislation

Description: Information dealing with legislation and legislative acts related to the Department. *Topics:* Legislative Acts; and Canadian Forces Superannuation Act.

ND-1480

Politics

Description: Information dealing with elections in relation to Canadian Forces electors, public service electors, and dependant electors.

ND-1490

Treaties, Pacts and Agreements

Description: Information on the administration, by National Defence, of treaties, pacts and agreements.

ND-1500

Discipline - Courts Martial

Description: Information on the administration of National Defence Courts Martial. *Special Access Notes:* Permission of individual to whom the Court Martial refers is required.

ND-1510

Municipal Taxes and Charges

Description: Information dealing with the administration of National Defence municipal taxes and charges.

Administrative Services Division

The Division is responsible for providing and managing administrative services to ensure the effective functioning of the Department, and National Defence Headquarters in particular. This includes providing departmental administrative support services such as library services, records management services, personnel identification services, and National Defence Headquarters accommodation management services. The Division provides a departmental policy co-ordination and review function and provides secretarial support for senior management meetings.

Manuals

- Queen's Regulations and Orders for the Canadian Forces
- Canadian Forces Administrative Orders
- Department of National Defence Administrative and Staff Procedures Manual - Administrative Procedures for National Defence Headquarters

Classes of Records

ND-1520

Incentive Award Plan

Description: Information dealing with the administration of the Department's Incentive Award Plan. *Topics:* Suggestion, Merit, Long Service, and Outstanding Achievement Award Programs. *Special Access Notes:* Permission of individual to whom the award was made is required.

ND-1530

Regulations and Orders

Description: Information on regulations and orders in the Department. *Topics:* Queen's Regulations and Orders for the Canadian Forces; and Canadian Forces Administrative Orders.

ND-1540

Office Services Administration

Description: Information dealing with administrative services. *Topics:* Correspondence management; library services; records management; transcribing and typing services; duplicating services; and parking.

Directorate of Military History

The Directorate's main function is the production of official histories of the Canadian Armed Forces. The Directorate collects source documents on Canadian military history, acts as an information centre on the history of the Canadian Forces, and provides historical research facilities.

Classes of Records

ND-1550

Historical Matters

Description: Specific official and unit histories, access to documents, bilingualism, instructions to historians, printing and distribution,

information on annual historical reports and diaries, and the production of official histories. *Topics:* Land environment; air environment; and sea environment.

ND-1560

Document Collections

Description: Information on almost all activities of the Canadian Forces from the early twentieth century to recent times. Beginning dates vary from the turn of the century to the Second World War. *Retrievability:* Subject and accession number, source, author, or title.

Information Services Division

The Division provides advice and guidance to the Minister, Deputy Minister, Chief of Defence Staff, commanders, and managers on public information and communications matters in support of ND/CF policies, objectives, programs and activities; plans, conducts, and evaluates information programs for external and internal publics; provides the public and media with the maximum amount of information on defence consistent with national and international security; and maintains a working relationship with communications agencies of federal, provincial, and allied governments. The Division also arranges Canadian Forces participation in exhibitions and displays.

Classes of Records

ND-1570

Exhibitions and Displays

Description: Information on ND/CF participation in national and international exhibitions, air shows, mobile theatres, and Armed Forces Day.

ND-1580

Information Services

Description: This class covers aspects of information and public affairs activities and includes policy, biographies, news releases, press clippings, radio and television, films, photographs, information programs, media visits, ceremonies and celebrations, Armed Forces Day, and national and international PR activities, as well as administration and general files.

Mandate

The Department of National Health and Welfare was established in 1944 by the Department of National Health and Welfare Act for the purpose of promoting and preserving the health, social security and social welfare of the people of Canada over which the Parliament of Canada has jurisdiction. The new Department administered the National Health section of the Department of Pensions and National Health, and the Family Allowances Act which came into force on July 1, 1945. Since then, advances in the fields of health, social security and social welfare have led to the introduction of a number of new and extensive programs. Each year the federal government devotes about one-third of its total budget to the Department. Most of these funds are returned to the people of Canada through departmental programs.

Program Objectives

Departmental health programs are designed to reduce illness and untimely death of Canadians associated with hazards in the environment, both man-made and natural; to protect and enhance the health of those Canadians whose care, by legislation or custom, is the responsibility of the Department; and to develop, promote and support measures designed to preserve and improve the health of Canadians.

Departmental welfare programs are designed to maintain and improve the income security and the social well-being of Canadians. Fitness and Amateur Sport programs are designed to promote, encourage and develop fitness and amateur sport in Canada.

Structure

The Department is headed by the Deputy Minister of National Health and Welfare who is supported by the heads of the staff, line and administrative branches and directorates and by the Special Adviser, Policy Development and the Principal Nursing Officer.

The two staff branches, which are headed by Assistant Deputy Ministers, are the Intergovernmental and International Affairs and the Policy, Planning and Information Branches. (For a more detailed description of the staff Branches see Staff Functions.)

Six Branches, each headed by an Assistant Deputy Minister, administer the Departmental operational programs: Health Protection, Medical Services, Health Services and Promotion, Income Security Programs, Social Service Programs and Fitness and Amateur Sport. (More detailed descriptions of the operational program Branches appear under Operations.)

Departmental management control and administration are carried out by the Management Practices Branch headed by an Assistant Deputy Minister, the Personnel Administration Branch, headed by a Director General, and the Internal Audit and Public Affairs Directorates, which report directly to the Deputy Minister. (These units are described in more detail in the section on Administration.)

Laws and Regulations

The following is a list of the legislation and regulations administered by the Department of National Health and Welfare, or for which the Department has a secondary role, with the Branch responsible, wholly or partly, for each Act:

Deputy Minister

- Department of National Health and Welfare Act

Health Protection Branch

- Food and Drugs Act and Regulations
- Narcotic Control Act and Regulations
- Radiation Emitting Devices Act and Regulations
- Secondary Responsibility: advice and recommendations on health matters provided to federal departments or agencies with primary responsibility
- Environmental Contaminants Act
- Hazardous Products Act
- Atomic Energy Act and Regulations
- Canada Dangerous Substances Regulations

Medical Services Branch

- Quarantine Act
- Immigration Act
- Indian Health Regulations
- National Health and Welfare Act
- Public Health Act
- Potable Water Regulations for Common Carriers

Health Services and Promotion Branch

- Medical Care Act
- Hospital Insurance and Diagnostic Services Act
- Federal-Provincial Fiscal Arrangements and Established Programs Financing Act, 1977 (EPF Act) and Regulations
- Health Resources Fund Act
- Excise Tax Act

Income Security Programs Branch

- Old Age Security Act
- Canada Pension Plan
- Family Allowances Act

Social Service Programs Branch

- Canada Assistance Plan
- Vocational Rehabilitation of Disabled Persons Act
- Blind Persons Act
- Disabled Persons Act
- Federal-Provincial Fiscal Arrangements and Established Programs Financing Act, 1977 (EPF Act) and Regulations
- Unemployment Assistance Act

Health and Welfare Canada

- Excise Tax Act
- Nursing Home Care Benefits Regulations
- Young Offenders Agreements
- Divorce Act of Canada (1968)
- New Horizons Program
- National Welfare Grants

Fitness and Amateur Sports Programs Branch

- Fitness and Amateur Sports Act

Access to Information Services

Requests for departmental information under the Access to Information Act should be addressed directly to the following addresses:

Director, Access to Information
c/o The Office of the Deputy Minister
Department of National Health and Welfare
Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0K9
Telephone: (613) 996-3962

or

Access to Information Co-ordinator
c/o The Office of the Assistant Deputy Minister
Health Protection Branch
Department of National Health and Welfare
Tunney's Pasture
Ottawa, Ontario
K1A 0L2
Telephone: (613) 995-8343

Access to Information Co-ordinator
c/o The Office of the Assistant Deputy Minister
Medical Services Branch
Department of National Health and Welfare
19th Floor, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0L3
Telephone: (613) 995-2244

Access to Information Co-ordinator
c/o The Office of the Assistant Deputy Minister
Health Services and Promotion Branch
Department of National Health and Welfare
Room 541, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 1B4
Telephone: (613) 996-7542

Access to Information Co-ordinator
c/o The Office of the Director
Legislation Application and Appeals Division
Income Security Programs Branch
9th Floor
Place Vanier, Tower 'B'
333 River Road

Ottawa, Ontario
K1A 0L1
Telephone: (613) 993-1274

Access to Information Co-ordinator
c/o Office of the Director, Finance and Administration Services
Social Services Programs Branch
Department of National Health and Welfare
Room 722, Brooke Claxton Building
Tunney's Pasture
Ottawa, Ontario
K1A 1B5
Telephone: (613) 992-6740

Access to Information Co-ordinator
c/o The Office of the Assistant Deputy Minister
Fitness and Amateur Sport Branch
Department of National Health and Welfare
11th Floor
365 Laurier Avenue West
Ottawa, Ontario
K1A 0X6
Telephone: (613) 996-4510

At the branch level, the Access to Information Co-ordinators make or endorse initial decisions on applications and service to the public. Branch Heads decide on the disclosure of information under their control which may be subject to exemptions prescribed in the Act or to third party notification.

At the corporate level, the Director, Access to Information, directs and oversees the implementation of departmental policies and administrative guidelines on the application of the Act throughout the Department, co-ordinates access requests and is responsible for the settlement of all complaints on issues having to do with applications and the service to the public. The Deputy Minister makes final settlement of complaints or legal actions on disclosure of departmental information.

Complaints and inquiries on the administration of the Act in the Department should be addressed to the Director, Access to Information.

General Information Services

General Departmental and Branch information is provided by the Public Affairs Directorate through headquarters facilities in Ottawa and regional offices in Vancouver, Edmonton, Toronto, Montreal and Halifax. Contact may be made in person, by telephone, or by writing to the Public Affairs Directorate, Department of National Health and Welfare, at one of the following addresses:

Headquarters:

5th Floor, Brooke Claxton Building,
Tunney's Pasture,
Ottawa, Ontario.
K1A 0K9
Telephone: (613) 996-4950

Vancouver:

1525 West 8th Avenue,
Vancouver, British Columbia.
V6J 1T5
Telephone: (604) 732-4158

Edmonton:

Room 205, Financial Building,
10621 100th Avenue,
Edmonton, Alberta.
T5J 0B3
Telephone: (404) 420-2758

Toronto:

9th Floor,
789 Don Mills Road,
Don Mills, Ontario.
M3C 1T5
Telephone: (416) 966-5536

Montreal:

P.O. Box 94, Place Desjardins,
Montreal, Quebec.
H5E 1B2
Telephone: (514) 283-2308

Halifax:

Income Security Branch Offices,
Suite 740, Barrington Tower,
Scotia Square,
Halifax, Nova Scotia.
B3J 3J4
Telephone: (902) 426-3768

The Public Affairs Directorate publishes a Directory of Publications which is available from the Headquarters or any of the Departmental regional information offices (see above) and in public and university libraries.

Libraries

Departmental and Branch libraries with reading area facilities are located in Tunney's Pasture, Ottawa, at the following locations:

Departmental Library,
2nd floor, Brooke Claxton Building.
Telephone: (613) 996-4434

The Banting Research Centre Library,
Sir Frederick G. Banting Research Centre.
Telephone: (613) 593-6527

The Laboratory Centre for Disease
Control Library,
Laboratory Center for Disease
Control Building.
Telephone: (613) 593-4710

The Environmental Health Directorate Library,
Environmental Health Centre.
Telephone: (613) 996-2635

The Medical Services Branch Program Aids
and Resources Centre,
Room 1884, Jeanne Mance Building.
Telephone: (613) 995-3561

The Health Services and Promotion
Branch Library,
Room 500, Jeanne Mance Building.
Telephone: (613) 996-4513

The Social Service Programs Branch,
Social Services Division Resource Centre,
Room 926, Brooke Claxton Building.
Telephone: (613) 996-8941

Staff Functions

Deputy Minister

Overall responsibility for the direction and the operations of the Department rests with the Deputy Minister who is its permanent head and who is the senior adviser to the Minister of Health and Welfare Canada on all health and welfare matters and who serves on the committee of Deputy Ministers advising the Minister of State for Social Development on the operation of all social development programs of the federal government.

Special Adviser, Policy Development

The Special Adviser, Policy Development, provides advice to the Deputy Minister and to senior management and other staff members on program evaluation co-ordination, privacy co-ordination, the Status of Women, regulatory reform liaison, social policy development and access to information.

Classes of Records

HWC-10 Program Evaluation

Description: Information on the establishment and operation of the evaluation function. *Topics:* Compliance with the Office of the Comptroller General (OCG) Guidelines and Treasury Board of Canada Secretariat (TBC) policies; committees; evaluation seminars; departmental and branch plan; evaluation assessments and studies; methodologies; consultants; organization; and U.S. Evaluations.

HWC-20 Privacy Co-ordination

Description: Files on requests for access to personal information under the Privacy Act and the denial of such requests. *Topics:* Information and privacy Policy; correspondence; exemptions; medical records; Privacy Index; annual reports; new information banks; inventory; procedures and opinion surveys.

HWC-30 Status of Women

Description: Information on health and social issues of concern to women. *Topics:* Policies; reports; committee meetings and conferences; National Plan of Action; Departmental Implementation Plan; International Women's Decade; occupational health; maternity; family; family violence; reproductive health; employment; taxation; minority and immigrant women; rural women; women's health research; pensions; poverty; aging; disabled women; social and support services.

HWC-40 Regulatory Reform Liaison

Description: Files on correspondence with counsel for the Standing Joint Committee; internal memoranda; reports; and records of committee meetings. *Topics:* Amendments to Regulations, Regulatory Reform, Socio-economic Impact Analysis.

Health and Welfare Canada

HWC-50

Social Policy Development

Description: Information on a wide range of health, welfare and social security programs and policies, containing internal memoranda, reports, articles, speeches, discussion papers, statistical tables, briefing books, minutes of meetings, and policy critiques. *Topics:* Social, Economic, and Health Policy Issues, Social Security, Social Welfare, and Health Programs, International Social Security Agreements, Research Studies and Proposals, the Social Security Review (1973 to 1977), Health and Welfare Conferences, and Canadian and International Organizations.

HWC-60

Access to Information

Description: Information on the departmental policy guidelines, authority, organization structure and processes; implementation rules and procedures; analysis of demands for information and cost implications; evaluation criteria and statistics; briefing and training materials; and definitions concerning access to information. Subject *Topics:* Public Right of Access to Departmental Information; Description and Communication to the Public of the Information held in the Department; Effective and Economic Service to the Public with respect to Access to Information; Departmental Criteria for Applying Exemptions and Third Party Notification; Analysis and Review of Complaints and Enquiries by Information Commissioner and the Federal Court; Compliance and Performance Reports; Reference Material on Access to Information in the area of Health and Welfare — in Canada and Abroad.

Principal Nursing Officer

The Principal Nursing Officer advises the Deputy Minister on all matters related to nursing in the Department as well as nationally and internationally.

Classes of Records

HWC-70

Nursing

Description: Information on co-operation and liaison with national, provincial and territorial nursing groups, and development of standards of nursing practices. *Topics:* Co-operation and Liaison with Associations, Clubs, Societies, Canadian Nurses Association, Provincial Registered Nurses Associations, Committees, Conferences, Meetings, Program Areas, Federal Departments and Agencies, Universities, Colleges, Schools.

The Intergovernmental and International Affairs Branch

The Branch has responsibility for the co-ordination, monitoring, and where required, initiation of departmental policies and strategies on international and Federal-Provincial-Territorial issues in the health, social security and social affairs fields, where those issues affect more than one branch or require interdepartmental consultation. It is composed of three organizational units: the International Affairs Directorate, The Federal-Provincial and Interdepartmental Relations Directorate and the Management Information Directorate.

Classes of Records

HWC-80

International Health

Description: Information on international relations by country and by

organization. *Topics:* United Nations Commission on Narcotic Drugs; World Health Organization (WHO); Pan-American Health Organization; the Caribbean Commonwealth; bilateral and tripartite agreements; Advisory Committee on International Health Affairs; interdepartmental relations in the international relations field; miscellaneous committees, conferences and meetings.

HWC-90

International Social Affairs

Description: Files on international relations by country. *Topics:* United National General Assembly, Economic and Social Council, Commission for Social Development, etc; International Years and Conferences; miscellaneous committees, conferences and meetings.

HWC-100

Non-Governmental Organizations

Description: Information on health & welfare organizations. *Topics:* health organizations, such as the Canadian Medical Association, Canadian Nurses Association, etc; and welfare organizations, such as the International Council on Social Welfare, International Social Security, etc.

HWC-110

International Social Security Agreements

Description: Files on such agreements listed by country.

HWC-120

Federal-Provincial-Territorial and Interdepartmental Liaison

Description: Information on Federal-Provincial Conferences of Health Ministers, Federal-Provincial Conferences on Welfare Ministers, Intergovernmental Committees, and Co-operation and Liaison with federal and provincial government departments.

HWC-130

Management Information

Description: Files on information exchanges between Canada and other countries, by country.

Policy, Planning and Information Branch

The Branch is responsible for providing research, analyses and information relevant to health and social welfare policies, and when requested to co-ordinate the development of departmental policies which cross branch lines of responsibility. This is a staff function provides to the Deputy Minister and to the operating branches. In performing this function, the Branch takes account of the government's social development priorities as interpreted by the Minister, the Deputy Minister and the Department's Management Committee. The Branch not only responds to current policy requirements, but also provides analyses and identifies policy options for future implementation. It provides a corporate focus for the development of the Department's strategic and operational plans by facilitating co-ordinated planning throughout the Department. The Branch is also available to assist the operating programs in the particular policy development and program evaluation activities.

The Branch co-ordinates the development of departmental science policy; provides the Department with on-going liaison with its client groups, including the capability to undertake selected survey research; and through the Office on Aging acts as departmental focal point in respect to the aged.

In addition, the Branch develops and maintains, in co-operation with

provincial governments, a wide range of information services and computerized information systems. These technical resources are made available to other federal departments, provincial departments and national organizations. The Branch provides technical financial resources (through a contributions fund) to provincial Canada Assistance Plan administrators to encourage the development of improved program delivery and management information systems.

General information on the operation of the Branch and its publications is available from the departmental Public Affairs Directorate.

The Branch is headed by an Assistant Deputy Minister and organized into two major directorates (Policy Resources and Information Systems) and five smaller specialist units.

Manuals

- Systems Run and Update Procedures
- Programs Documentation (Software)
- Analytical Services Division Internal Software Manual
- Socio-Economic Policy Analysis Manuals

Classes of Records

HWC-140 Strategic Planning

Description: Files on the co-ordinated development within the Department of strategies to be pursued by its programs in fulfilment of the goals set by legislation and government policy. *Topics:* Strategic Planning Procedures, Strategic Planning by Year and Strategic Papers on Health and Social Welfare Issues, by subject.

EDP Systems

- MAPSIT (Modeling and Analysis Package for Systems of Income transfers). User's and Training Manual. Public Library Index.

HWC-150 Science Policy

Description: Information on the development of coherent Department-wide science policies and co-ordination of Departmental inputs to science initiatives originating outside the Department. *Topics:* Scientific Activities and Policies at the Provincial, Federal and International Levels, Departmental Scientific Activities, Scientific Expenditures, Medical Research and University Research.

HWC-160 National Data on Health and Welfare

Description: Information on the development and maintenance of national systems of Health and Welfare information for planning, evaluation and program management. *Topics:* Social Security Program Information, Economic and Statistical Information on Health Programs, Management Information Systems, Canada Health Survey. Some of the records are machine - readable on EDP equipment.

EDP Systems

- ANSSIR (A Network of Social Security Information Resources): provides data and appropriate retrieval

and analytical software for policy research and planning in the social security and socio-economic fields. The system is interactive with the following functional and geographic sub-systems:

- TIMSAN (provides Creation, Retrieval and Manipulation of Time Series Data on: Canadian Economic Forecasts; Blind Persons Allowance and Disabled Persons Allowance; Old Age Security, Guaranteed Income Supplement and Spouse's Allowance; Family Allowance; Canada Pension Plan and Quebec Pension Plan; Unemployment Insurance; Canada Assistance Plan, Nova Scotia Family Benefits; and Saskatchewan Social Assistance).

- GEOSAN (Cross Sectional Analysis: Canada 71 census and Canada 76 census).

- EXTRA (provides Access to micro-data files and cross-tabulations of the variables represented on the files: Family Allowance; Old Age Security, Guaranteed Income Supplement and Spouse's Allowance; Canada Pension Plan and Québec Pension Plan; Canadian Census 71 and 76; Survey Consumer Finance; Labour Force Survey; Household Income, Facilities, Equipment; Retirement Survey; Social Cultural Facilities; Recreational Facilities; Immigration; Newfoundland Social Assistance; Prince Edward Island Social Services; Nova Scotia Family Benefits, Diabetic and General Assistance; New Brunswick Social Assistance; Saskatchewan Family Income; Forecast Population Statistics; Northwest Territories Social Assistance, Child Welfare; Nova Scotia Hospital Admission or Separation; and Physician Manpower).

- Annual Reporting on Hospital Services: outputs data on hospital services, based on the annual return of hospital forms HS1s (facilities and services) and HS2s (financial) obtained from Statistics Canada.
- Postal Code Request System: provides specific reports on population of certain programs (currently, Family Allowance and Old Age Security) in user-defined areas (by postal code).
- Medicare Data Bank: maintains and compares provincial medicare data on services and payments to individual physicians by fee service code and specialty.
- Physician Health Manpower: produces supply and distribution information about physicians.
- TIMTAB: A micro-simulation package for tax and transfer applications; simulates, analyzes, and compares systems of tax and transfer programs using a micro data base for input. User's Manual.

HWC-170 Welfare Program Planning

Description: Information on the review and analysis of existing welfare services and the planning, revision and development of programs to meet changing needs. *Topics:* Statistics; Studies; Papers; reports related to retirement income; Pensions; Social Assistance and Guaranteed Income.

HWC-180

Health Program Planning

Description: Files on the review and analysis of existing health services and the planning, revision and development of programs to meet changing needs. *Topics:* Statistics, Studies, Papers and Reports related to Medicare, Medical Services and Hospital Services.

Operations

Of the five program branches which administer the Departmental operational programs, three pertain to health programs to two to welfare programs.

Health Protection Branch

The Branch was formed in 1972 through the amalgamation of the Food and Drug Directorate with the Environmental Health Directorate, Canadian Communicable Disease Centre, Epidemiology Division, and Nutrition Division.

The responsibility of the Branch is to reduce illness and untimely deaths of Canadians associated with hazards in the environment, both man-made and natural. Major result areas are safe physical environments and the availability of safe and effective health support projects. Specific programs protect the public from any present or potential health hazards in foods, drugs for humans and animals, cosmetics, medical devices, radiation-emitting devices and environmental contaminants. Other programs carry out disease surveillance services, standardize laboratory methods, and control psychoactive and psychotropic drugs and tobacco. There is close co-operation and assistance between federal and provincial levels of government and liaison with international governments and agencies. The Assistant Deputy Minister of the Branch, supported by Finance, Administration and Personnel units, administers five operational directorates: the Food Directorate, the Drugs Directorate, the Laboratory Centre for Disease Control, the Environmental Health Directorate and the Field Operations Directorate. Regional offices of the Field Operations Directorate are located in the Atlantic, Quebec, Ontario, Central and Western Regions.

The Health Protection Branch publishes information for the public, industry and specific groups, and also warns of dangers through the media. Branch information for the public may be obtained from the Offices of the Assistant Deputy Minister and the Regional Directors, as follows:

Atlantic Region,
5th Floor, Ralston Building,
1557 Hollis Street,
Halifax, Nova Scotia.
B3J 2R7
Telephone: (902) 426-7498

Quebec Region,
1001 St. Laurent Street West,
Longueuil, Quebec.
J4K 1C7
Telephone: (514) 283-5497

Ontario Region,
2301 Midland Avenue,
Scarborough, Ontario.
M1P 4R7
Telephone: (416) 291-4231

Central Region,
310 Federal Building,
269 Main Street,
Winnipeg, Manitoba.
R3C 1B2
Telephone: (204) 949-3004

Western Region,
6th Floor,
1001 West Pender Street,
Vancouver 1, British Columbia.
V6E 2M7
Telephone: (604) 544-3359

Food Directorate

The Directorate conducts programs to ensure the safety and nutritional value of food. These include laboratory research, the development and standardization of analytical methods for use by regional laboratories and the development of standards and regulations based on the assessment of monitoring and surveillance data.

Manuals

- Dietary Standards for Canada: outlines human requirements for nutrients
- Analytical methods for the regulatory analysis of foods
- Planning process to be followed in project development

Classes of Records

HWC-190
Food

Description: Files on the development of regulatory policy; regulatory review and reform; liaison with industry; international and domestic food standards; and processing of regulatory amendments; also include records on programs relating to the nutritional quality of food supply and nutrition. *Topics:* Compliance, Codex Alimentarius, Food Standards, Food Ingredients and Statistical Analysis.

HWC-200
Chemical Safety

Description: Information on the development of legal standards to ensure food safety involving research evaluation of chemicals and food additives as well as related factors in foods. *Topics:* Food Additives, Chemical contaminants, Agricultural Chemicals, Mycotoxins, Packaging Materials, Incidental Additives and Natural Food Components.

EDP System

- RISK 81: provides various statistical information pertaining to low dose extrapolation of quantal response toxicity data.

HWC-210
Microbial Hazards

Description: Files on the Microbial hazards in the food supply including the development of methodology to determine the type and extent of micro-organisms and extraneous matter in foods; evaluation of the significance of contamination; the setting of standards for microbial

quality of foods; and promotion of voluntary compliance by manufacturers. *Topics:* Micro-organisms, Microbial Toxins, Paralytic Shellfish Poisoning, Contaminated Foods, Food Poisoning, Extrinsic Matter, Submission and Potentially Hazardous Foods.

HWC-220 Nutrition

Description: Information on regulations respecting the nutritional qualities of foods including research and evaluation; voluntary compliance by manufacturers to standards; and promotion of consumer selection and use of food that takes account of all nutritional considerations. *Topics:* Nutrients, Nutritional Quality of Food, Nutritional Surveillance.

EDP Systems

- Nutritional Content of Menus: describes the nutritional content of 7-day menus defined by the users, with regard to minimum acceptable intake of nutrients.
- Canadian Nutrient File: obtains and maintains current information on nutrients found in foods available in Canada.

Drugs Directorate

The Directorate is engaged in a wide spectrum of regulatory and research programs aimed at promoting the judicious use of drugs as well as providing assurance to Canadians that the drugs sold in Canada are safe and effective, and that cosmetics do not pose safety hazards.

EDP Systems

- Drug Notifications (DN): assigns Drug Identification Numbers (DIN) to drugs and maintains a record of drug notifications by manufacturer as required by regulations. Data is maintained on approximately 25,000 Canadian prescriptions and over-the-counter drugs and medications and proprietary and patent medicines.
- Drug Submissions: a common measurement on the status and throughput of Drug Submissions.

Manuals

For Manufacturers:

- Notes to provide policy guidance to pharmaceutical industry
- Manual for the preparation of plant master files and imported drug submissions: information drug importers are required to retain about their foreign drug suppliers
- Good manufacturing practices for drug manufacturers and importers
- Proposed guidelines for evaluation of safety and efficacy of anti-mastitis intramammary infusion drugs and teat dip preparations
- Toxicology guidelines

- Prescription/non-prescription criteria and listing guidelines
- Criteria for general purpose registration guidelines

For Health Professions:

- Food and drug regulations, compendium of medicating ingredient brochures and racetrack supervision regulations (agriculture)
- Canadian drug identification code book: provides information on drugs marketed in Canada
- Some analytical methods for drugs subject to abuse
- Product monograph, new drug submission, preclinical new drug submissions, dependence potential of drugs, prescribing of methadone for drug addiction and use of THC for treatment of cancer patients receiving chemo-therapy guidelines

For Branch Staff:

- Manual on policy interpretation related to product and manufacturing quality
- Drug projects: provides guidance to Field Operations Directorate on surveillance and monitoring activities of the drug program
- Administrative interpretations of Food and Drugs Act and Regulations
- Interpretation of the Food and Drugs Act and Regulations by officers of the Branch dealing with compliance of drug and cosmetics manufacturers
- Procedures for processing incoming cosmetic notification forms
- Procedures on the ordering, storage and distribution of narcotic, controlled and restricted drugs and official reference standards and the preparation and distribution of laboratory bulletins and official methods (Scientific Services Division)
- Screening methods for antibiotics: describes more efficient analysis of Quality Assurance and Drugs antibiotics by Field Operations Directorate analysts
- Bureau of Drug Research policy book: describes operating procedures in the bureau
- Procedures, Bureau of Drug Quality: outlines processing and evaluation of submissions from industry, reports from Field Operations Directorate and the information to be extracted from these reports

Classes of Records

HWC-230

Non-Prescription Drugs

Description: Information on applications for the registration of proprietary medicines; review of the safety, efficacy and quality of other over-the-counter drugs; and their availability. *Topics:* Disinfectants,

Vitamins, Minerals, Advertising, Labelling, Drug Identification Numbers.

HWC-240

Human Prescription Drugs

Description: Files on the overall drug regulations and policy guidelines as well as the safety, quality and control of prescription drugs, manufacturing facilities and marketing practices. *Topics:* Drugs Analysis, Research, Testing, Colouring, Exports and Imports, Distribution, Quality Control, Vaccines, Remedies, In Vivo Diagnostics, Treatments, Aids, Research Projects, Studies, Surveys, Non-Medical use of Drugs, Emergency Drugs, Reagents and Statistical Analysis.

HWC-250

Cosmetics

Description: Information on imports, exports, regulations, rulings as well as files on contamination; additives; preservatives; adverse reactions; sale and inquiries regarding product safety, availability and ingredients. *Topics:* Cosmetics, Additives, Preservatives, Contamination and Cosmetic Notification.

HWC-260

Veterinary Drugs

Description: Information on safety and effectiveness of veterinary drugs available in Canada; cause and treatment of animal diseases; adverse reactions; drug residues in food derived from livestock; medicated feeds requests; and authorization for research, testing and treatment. *Topics:* Veterinary Medicines, Chemotherapy of Animal Disease, Medication for Fees, Advertising and Labelling.

HWC-270

Biological Drugs

Description: Information on Licensing of biological drugs. *Topics:* Licensing, Testing, Plant Inspections, Submissions and Plant Master Files.

HWC-280

Narcotics, Control and Restricted Drugs

Description: Files on psychoactive drugs in the narcotic, controlled and restricted classifications available for medical and scientific use; drug misuse and abuse; monitoring of distribution; and diversion of drugs from licit to illicit channels. *Topics:* Narcotic, Controlled and Restricted Drugs, Co-operation and Liaison with Provincial Licensing Bodies and Professional Associations, Purchase Records of Hospitals, Licenced Pharmaceutical Companies, Provincially Registered Practitioners, Pharmacists, Analysts and Researchers, Transportation and Shipment, Illicit Use and Trafficking, Hospitals and Penitentiaries, Military Medical Establishments, Enforcement Investigating and Prosecution, United Nations Narcotic Commission, Legal Agents, Co-operating Liaison with other Federal and Provincial Departments, Foreign Countries, Educational Institutions, Prescribing of Narcotics and Controlled Drugs by Foreign-registered Health Professionals in Canada, Nurse Practitioners, Podiatrists and others.

EDP Systems

- **Dangerous Drugs Users:** contains timely and statistical information on the distribution and control of licit drugs and on the use of illicit drugs and misuse of licit drugs by members of the public
- **Quality Assurance of Drugs (QUAD):** records results of drug tests and the results of drug plant inspections

Laboratory Centre for Disease Control

This Directorate provides epidemiological, laboratory surveillance and diagnostic systems for communicable and other diseases; integrated national programs for a microbiological reference service, quality assurance systems in laboratory medicines and options for the control of nosocomial, community and laboratory-acquired infections; and develops options for the controlled use of tobacco and psychotropic drugs.

Manuals

- **Bacteriology of tuberculosis:** antibiotic sensitivity and classification of mycobacteria
- **Staphylococcal phage typing** of staphylococcal micro-organisms
- **Viral, rickettsial, chlamydial, mycoplasma reagents:** describes the preparation, quality control and testing of a variety of diagnostic antigens and antisera
- **Diagnostic reference testing** of selected viruses
- **Antibiotic susceptibility testing and auxotyping** methods for neisseria species: manual for the standardization of technology in Canada, and for development of international protocols to be used with reference strain kits
- **Detection of penicillinase-producing neisseria gonorrhoeae (PPNG):** for use in public and clinical laboratories in detecting PPNG
- **Plasmid biology and recombinant DNA methodology:** a collection of current techniques for application and educational purposes in clinical, public health, research and industrial laboratories
- **Educational video-tapes:** instructional laboratory video-tapes to be used in conjunction with manuals for educational purposes in public health, clinical and university laboratories, other government agencies, industry and international agencies

Classes of Records

HWC-290

Tobacco

Description: Files on the development of control policies regarding the social use of tobacco by working co-operatively with other federal departments, provincial departments and the tobacco industry to promote the development of legislation, practices and products to minimize health consequences of tobacco. *Topics:* Tobacco, Monitoring of Use and Attitudes, Health Effects, Chemical Properties, Sale and Legislation.

HWC-300

Psychoactive Drugs

Description: Information on the development of control policies regarding the social use of psychoactive drugs (cannabis) by working with other federal and provincial departments to develop legislation to minimize illegal use of psychotropic drugs. *Topics:* Cannabis, Psychoactive Drugs, Monitoring of Use and Attitudes, Health Effects and Legislation.

HWC-310 Epidemiology

Description: Timely, reliable, epidemiological information on disease incidence and mortality surveillance programs, including epidemiological research, development and training and infection control. *Topics:* Communicable Diseases, Non-communicable Disease, Epidemiology, Product-related Diseases, Disease Surveillance and Control, Congenital Anomalies, Community-acquired Infection, Nosocomial-acquired Infection and Laboratory Infection.

EDP Systems

- Congenital Anomalies: monitors the incidence of congenital anomalies to facilitate the detection and investigation of significant changes. Participation is voluntary; at present only New Brunswick, Manitoba, B.C., Alberta and Ontario are contributing data.
- Virus Identification Program: accumulates Virus Identification Reports for periodic tabulation, onward transmission to World Health Organization, and (future) statistical analysis.
- CDSS (Chronic Disease Surveillance System): compiles information and risk factors from sources; data obtained from Statistics Canada, Energy Mines and Resources, Environmental Health Directorate (Radiation Protection) and through periodic small surveys.
- Salmonella Identification Program: accumulates Salmonella Identification Reports for periodic tabulation, trend analysis and answering queries; participants in the program include Health Laboratories, hospitals and other laboratories. Participation is voluntary.

HWC-320 Poison Control

Description: Files on the provision of advice to poison control centres and provincial departments of health, collecting and distributing information on hazardous substances and prevention and treatment of poisoning. *Topics:* Poison Control, Promotion, Prevention and Reports.

EDP Systems

- Poison Control Statistics: monitors incidences of poisonings and produces quantitative statistics. Voluntary participation of 200 poison control centres in major hospitals.
- Poison Control Product Information: distributes descriptions of hazardous products and plants to hospital poison control centres. Participants are manufacturers, importers and Agriculture Canada.

HWC-330 Suspected Drug Adverse Reactions

Description: Information volunteered in confidence on suspected adverse drug reactions and on alerting and surveillance programs. *Topics:* Suspected Adverse Drug Reactions.

EDP System

- Adverse Reactions to Drugs: provides a monitoring and alerting system to adverse reactions to drugs, cosmetics, and the interaction of these with foods. Participation on a voluntary basis by drug dispensing centres, hospitals, other health institutions and professionals.

HWC-340 Medical Biochemistry

Description: Information on standardization in laboratory medicine, especially clinical chemistry and immunology, research in metabolic diseases, research and monitoring of performance of clinical diagnostic methods to promote uniformity and excellence of laboratory results in laboratory medicine on a national scale. *Topics:* Metabolic Diseases, Quality Assurance in Laboratory Medicine, Reference Definitive Methods, Reference Standard Materials, Clinical Chemistry, Routine Diagnostic Methods, Immunology and Research.

EDP System

- Clinical Lab Study System: consists of inter-laboratory studies including human-based reference materials which are used to assess the accuracy and precision of various bio-chemical procedures in hospital and private laboratories in Canada.

HWC-350 Microbial Diseases

Description: Information on Disease produced in humans in response to infection by microbial agents and the immune response. *Topics:* Enteric Infections, Respiratory Infections, Parasitic Infections, Fungal Infections, Bacterial Infections, Sexually Transmitted Diseases, Antibiotic Resistance, Tropical Diseases, Viral Infections, Infectious Disease Surveillance, Influenza, Hepatitis, Tuberculosis, Arbovirus Infections, and Viral and Bacterial Antigens.

Environmental Health Directorate

The Directorate is composed of three Bureaux which collectively serve to identify, assess and reduce health hazards in the environment, in consumer products and in medical devices.

Manual

- Radiation Protection Bureau policy respecting the use of radionuclides in humans: ensures a uniform policy on approving physicians for an Atomic Energy Control Board Licence

EDP Systems

- Pulmonary Testing System (Mobile): determines the pulmonary and respiratory performance of selected populations, and performs comparisons with accumulated national averages.
- Next: Nationwide Evaluation of X-Ray Trends maintains information on diagnostic X-ray doses received by a standard patient to facilitate the design of measures to reduce X-ray exposure of Canadians and to increase the efficiency of radiological health

inspection programs.

Classes of Records

HWC-360

Chemical Hazards

Description: Information on hazards associated with chemicals and microbiological agents in the workplace, indoor and ambient environment and in consumer products. *Topics:* Air, Water, Consumer Products, Industrial Chemicals, Pest Control Products and Acid Rain.

HWC-370

Medical Devices

Description: Files on the safety and effectiveness of device inventions; development of essential performance and safety standards; and corrective prevention or regulatory action in response to evidence of device failures. *Topics:* Device Recalls and Problems, Performance and Test Data, Class Studies, Standards, Notification, Media Broadcast Scripts, Interactions with Provincial Departments and Associations, Advisory Committees, Coroners' Inquests, Regulations and International Transactions.

EDP System

- Medical Devices Notification: maintains a record of medical device notifications by manufacturers.

HWC-380

Occupational Radiation Hazards

Description: Information on the measurement of occupational exposure of workers and control of all types of ionizing and non-ionizing radiation which may affect the health of the population of Canada. *Topics:* National Dose Registry.

EDP System

- Occupational Dosimetry Service: maintains information on cumulative radiation exposures for radiation workers in Canada.

HWC-390

Environmental Radioactivity Hazards

Description: Information on radioactivity emission from nuclear reactors, population exposure to radioactive fallout and natural background radiation. *Topics:* Reactors, Population Exposure, Uranium Mining, Uranium Refining Environment and Radioactive Waste Storage.

HWC-400

Consumer and Clinical Radiation Hazards

Description: Files on the assessment of radioisotope licences, testing and evaluation of X-Ray devices, consumer products, inspections, assessment and compliance of radiopharmaceuticals, occupational exposure and surveys. *Topics:* Radioisotopes, Licences, X-Rays, Non-ionizing Radiation, Radiation Medicine, Radiopharmaceuticals and Applications for the use of Radionuclides in Humans.

Field Operations Directorate

The Directorate acts as the inspection and enforcement arm of the Branch in order to reduce health hazards in marketed products and provides other government agencies with technical assistance.

Manuals

- Inspection procedures for food plant inspectors
- Food, Drug, Cosmetic and Medical Device projects to be conducted during program year: project specifications
- Laboratory Quality Assurance standards
- Index of operational decisions reference drug projects
- Guidelines and instructions on procedures to be followed in educational services
- Planning process to be followed in project development
- Standard operating procedures for those involved with drug analysis (Quebec Region)
- Procedures for conducting compliance activities (Atlantic and Ontario Regions)
- Procedures to be followed by inspectors and inspection administrative staff (Central Region)

Classes of Records

HWC-410

Field Activities - Food, Drugs, Cosmetics and Devices

Description: Files on co-operation and liaison with federal-provincial and foreign agencies; inspection, analysis and enforcement programs; consumer education; and grants and contracts. *Topics:* consumer Product Complaints, Plant Inspection, Analysis, Sampling, Imports and Exports, Educational Activities, Surveys and Compliance Promotion.

EDP Systems

- Food and Drug Sample Reporting (SRS): maintains information on drug and food samples collected and analysed in support of the food and drug inspection program.
- Food Plant Inspection Reporting System: contains data compiled from inspections.
- Consumers Product Complaint Reporting System.
- Manufacturers Table: compiles basic information on food (and eventually drug) manufacturers.

Medical Services Branch

This Branch was formed in 1962 from formerly independent services within the Department: Indian Health, Quarantine, Sick Mariners and Immigration Services, Civil Aviation Medicine and Public Service Health.

The objective of the Branch is to promote, improve and preserve the health of the Canadian citizens whose care, by legislation or custom, is the responsibility of the Department. These clients include the

Indians and Inuit, all residents of the Yukon and Northwest Territories, federal public servants, immigrants and temporary residents, international travellers, civil aviation personnel, the physically handicapped, and disaster victims.

The Assistant Deputy Minister of Medical Services directs a Branch organized on a regional basis, with headquarters in Ottawa. The headquarters organization consists of two major directorates: Operations and Policy, Planning and Evaluation, as well as Financial, Administrative and Personnel units. Medical Services has ten regional directorates: Atlantic, Quebec, Ontario, Manitoba, Saskatchewan, Alberta, Pacific, Yukon Territory, Northwest Territories, and Overseas. Within the regions there are approximately 22 zone offices and 450 access points. The Branch is divided into Native Health Services comprising Indian and Northern Health Services, and Health Advisory Services comprising the Immigration Medical Service, the Quarantine and Regulatory Service, Public Service Health, Civil Aviation Medicine, Emergency Services and Prosthetic Services.

General information on the operation on and programs of the Medical Services Branch is available from the departmental Public Affairs Directorate, Branch Headquarters in Ottawa and the Regional Directorates at the following addresses:

Atlantic Region,
Room 439,
4th Floor, Ralston Building,
1557 Hollis Street,
Halifax, Nova Scotia.
B3J 1V6
Telephone: (902) 426-7392

Quebec Region,
La Cité Postal Station,
P.O. Box 1010,
300 Léo Pariseau, 16th Floor,
Montreal, Quebec.
H2W 2S2
Telephone: (514) 283-4898

Ontario Region,
Union Electric Building,
370 Catherine Street,
Ottawa, Ontario.
K1A 0L3
Telephone: (613) 995-6361

Manitoba Region,
303 Main Street,
Winnipeg, Manitoba.
R3C 0H4
Telephone: (204) 949-4171

Saskatchewan Region,
1855 Smith Street,
Regina, Saskatchewan.
S4P 2Z1
Telephone: (306) 359-5416

Alberta Region,
401 Toronto Dominion Tower,
Edmonton, Alberta.
J5J 2Z1
Telephone: (403) 420-2703

Pacific Region,
4th Floor,
814 Richards Street,
Vancouver, British Columbia.

V6B 3A9
Telephone: (604) 666-3173

Northwest Territories Region,
Bay 7777,
Yellowknife, Northwest Territories.
X1A 2R3
Telephone: (403) 873-7049

Yukon Region,
Yukon Manor,
2 Hospital Road,
Whitehorse, Yukon Territory.
Y1A 3H7
Telephone: (403) 667-6321

Overseas Region,
301 Elgin Street,
Ottawa, Ontario.
K1A 0L3
Telephone: (613) 996-7550

Manuals

- Contracts Computer System User's Guide
- Branch Directives: policy and procedures on various Branch-related subjects
- General Directives: establishes regional policies (Quebec Region)
- Procedures Manual: establishes procedures for certain jobs, services or routine request (Quebec Region)
- Directives to help personnel meet operational requirements such as glasses, dental, fuel and container reports, etc. (Quebec Region)
- Resources Catalogue: provides documentation and audiovisual material (Quebec Region)
- Explanation of modes of payment (Quebec Region)
- Payment to doctors of Medical Cost from foreign users
- Payment to hospitals of medical costs from foreign users
- Payment of medical costs to dentists from foreign users
- Payment of medical costs to pharmacists for foreign users
- Services for orthoprosthesis for foreign users
- Payment to optometrists of medical costs for foreign users
- Program Guidelines: assist all personnel to interpret directives and guidelines issued by Treasury Board, Departmental Central and Branch Headquarters; and to give guidance where no guidelines are available through the above sources (Ontario Region)
- Ontario Region Directives

Health and Welfare Canada

- Regional Interim Directives Manual (Manitoba Region)

- South Zone Field Administrative Manual: outlines directives on operational requirements such as glasses, dental, fuel and container reports, etc. (Manitoba Region)

Native Health Services Operations

The responsibilities of the Directorate include the provision of community health services, hospital and dental services, a National Native Alcohol Abuse Program, an Indian Involvement Program and an Environmental Health and Surveillance Program.

Manuals

- Community Health Representatives (CHR) Program: outlines training of new CHRs
- Clinical Guidelines for Medical Services Personnel: a treatment manual for nurses
- Patient Care in Flight: a treatment manual related to air evacuation procedures
- Native Alcohol Abuse Program (Manitoba Region)
- Community Health Nursing: a reference and guideline for all public health program (Saskatchewan Region)
- Tuberculosis Manual: a reference and guideline to detect T.B., referral, treatment and follow-up care
- Regional Tuberculosis Manual (Saskatchewan Region)

- Drug Distribution Program Manual: describes regulations and procedures on ordering of drugs
- School Health Curriculum: a reference and guideline for health teaching modules for every school month and vacation time
- Nursing Manual: for Indian Health Nurses (Atlantic, Manitoba and Saskatchewan Regions)
- Guide to Health Education Publications

Classes of Records

HWC-420 Indian and Northern Health Services

Description: Information on operations, policy, planning and evaluation of health programs and services provided to or arranged for Indians, Inuit and northern residents. *Topics:* Community Health Services, including Treatment and Public Health Activities; Alcohol and Drug Abuse Programs; Dental Services; Hospital Services; Environmental Health and Surveillance; Native Involvement; and Administration.

EDP Systems

- Community Health Nursing: reports monthly summaries of Community Health Nursing activities. Covers topics such as pre- and post-natal care, family planning, infant and pre-school health and medical examinations (all Regions except Ontario, Yukon and Northwest

Territories)

- Dental: captures, processes and presents data on detail service provided by dentists or therapists (systems in Pacific Region, Edmonton and Ottawa only)
- Tuberculosis: provides information for controlling TB treatment (Pacific Region)
- Chronic Disease: provides information for controlling Chronic Disease treatments (Pacific, Manitoba and Atlantic Regions)
- Birth: reports place and date of birth, birth weight, and mother's age, marital status, residence, details of pregnancy and ethnic origin; data obtained from Birth Certificate
- Death: reports ages, sex, residence and medical diagnosis of deceased. Data is obtained from Death Certificates
- Immunization: records immunization of children and adults for various diseases. Produces monthly reports (Pacific Region)
- Community Profile: provides management with complete information about health service and other related data, by community
- Environmental Contaminants Program: records results of test for mercury and other contaminants in individual; reports by region, level of contamination, age and sex
- Indian Master Identification: holds a master file of all Indians on and off reserve, by region

Health Advisory Services

The Health Advisory Services comprise centralized health-care services in Civil Aviation medicine, Emergency Services, Prosthetic Services and specified advice in the fields of Public Service Health, Quarantine and Regulatory and Immigration Medical Services to this Department, other federal government departments and agencies.

Manuals

- Environmental Health Officer's Manual: a guide for health officer investigation of working conditions within the Public Service of Canada
- Physician's Guide: assists medical officers in the field
- Physicians' Guide, Medical Examinations

Classes of Records

HWC-430 Public Service Health

Description: Information on occupational health programs in the Public Service, including Environmental Surveillance of Workplaces, Medical Examinations of Public Servants and other persons, Counseling and Advisory Services, the Employee Assistance Program and

First Aid and Emergency Treatment. *Topics:* Environmental Surveillance; Methods, Requirements, Reports of Inspections Carried Out; Medical Examinations: Pre-employment and Periodic, Examinations for Superannuation Purposes, Techniques, Requirements, Special Examinations; Correspondence Relating to Individuals, Including Medical Review Board Proceedings; Counselling and Advisory Services - Employee Assistance Program: Policies, Training, Techniques, Conferences, First Aid and Emergency Treatment.

HWC-440

Prosthetic Services

Description: Files on the rehabilitation of the physically handicapped by providing custom-made, medically prescribed prosthetic and orthotic appliances, orthopaedic boots and other devices. This includes fitting, production, manufacturing, purchasing, warehousing and distribution of these devices, providing consultation to the clinical teams and training of technical staff. *Topics:* Transfer of Prosthetic Services, Individual Patients (personal and medical), Sales, Manufacturing, Fitting, Warehousing and Training.

Manual

- Prosthetic Services Operations

HWC-450

Immigration Medical Services

Description: Information on the assessment of prospective immigrants to Canada by direct medical examinations or assessments of medical examinations to ensure compliance with the Immigration Act and Regulations, provision of or arrangement for medical and hospital care for certain groups under the provisions of the Immigration Act and various Orders-in-Council and provision of medical advice to the Employment and Immigration Canada on all matters pertaining to the health of immigrants and certain classes of visitors to Canada. *Topics:* Co-operation and Liaison, Medical Examination of Immigrants, Diseases in Immigrants, Passed Cases, Immigration Medical Review Board and Immigration Medical Records.

Manuals

- Medical Officer's Handbook
- Immigration Standards
- Nursing Manual
- Occupational Health Nurses (Overseas Region)

EDP System

- Indo-Chinese Refugees: captures and stores data about all Indo-Chinese refugees entering the country since August 1979; records medical information and the need for medical follow-up

HWC-460

Quarantine Services

Description: Files on the monitoring of outbreaks of exotic, dangerous communicable diseases emerging on the international scene in order to forewarn, prevent and intercept their importation into Canada; provision of information to prospective travellers on immunization requirements and prophylactic measures to conserve their health while abroad, and provision of specific immunizations or arrangements for such immunizations; maintenance of a contingency plan to

prevent entry into Canada, or the establishment in Canada, of dangerous exotic diseases. *Topics:* Surveillance Program and Diseases.

HWC-470

Regulatory Services

Description: Information on regulatory function of ensuring that organizations under federal jurisdiction, not covered by other legislation, conform to established health and sanitary standards. *Topic:* Surveillance Program.

HWC-480

Civil Aviation Medicine

Description: Files on medical assessment and medical standards, air accident and incident investigation, safety promotion and research and development. *Topics:* Aviation Medicine Review Board Records, Electrocardiographic Records (Department of Transport), Air Traffic Services Medical Files, Aircraft Accident or Incident, Research and Development Project, Contentious Cases and International Liaison.

HWC-490

Emergency Services

Description: Files on the functions of this planning and co-ordinating body for cases of national emergency. Central capability is achieved by interdepartmental orientation and the continual updating of the national emergency health and welfare plan; co-ordination with the plans of other departments is affected through Emergency Planning Canada and Privy Council Office; Federal-Provincial co-ordination and consensus are assured by the annual Federal-Provincial meeting. Ongoing training and education programmes provide for implementation of changes and continuity. *Topics:* Establishment, development and maintenance of a national capability to provide essential health and social services in an emergency; establish and maintain a stockpile of health and welfare supplies as part of the departments responsibility for war planning and for assistance to provincial and municipal governments; develop and conduct training courses on emergency planning and survival. Ensure office procedures are followed and that accounting practices are maintained.

Manuals

- Casualties from Nuclear Weapons
- Casualty simulation
- Control of Radioactive Fallout in Water Systems
- Disaster Medical Care
- Disaster Nursing in the Student Nurse Curricula
- Emergency Blood Services
- Emergency War Surgery (NATO)
- Emergency Water Services and Environmental Sanitation
- Environmental Health in Disaster
- Hospital Emergency Planning Manual
- Advanced Treatment Centre
- Blood Donor Pack
- Blood Shadow Depot

Health and Welfare Canada

- Casualty Collecting Unit
- 50-60 Bed Emergency Hospital
- Hospital Disaster Supplies
- Emergency Public Health Laboratory
- Management of Emergency Delivery
- Management of Human Behaviour in Disaster
- Advanced Treatment Centre
- Emergency Hospital (Operating Manuals)
- The Day Care Centre: A Community Resource in an Emergency
- Development of Community Emergency Welfare Services
- Emergency Clothing in Operations
- Emergency Feeding Manual
- Emergency Lodging Manual
- Emergency Planning Manual for Special Care Facilities
- Emergency Welfare Manual
- Guidebook for Managers and Educators in the Emergency Welfare Services Program
- Institutional Feeding
- Personal Services
- Prototype for a Municipal EWA Plan
- Registry and Inquiry Manual
- Survival Planning for Welfare Institutions
- The Welfare Centre Kit in Operations

Health Services and Promotion Branch

The Branch was formed in 1978 when the previous Health Programs Branch, consisting of the Health Services, Health Resources and Extramural Research Programs Directorates, was joined by the Non-medical Use of Drugs and Nutrition Units from the Health Protection Branch, and Family Planning from the Social Service Programs Branch.

The responsibilities of the Branch are to develop, promote and support measures designed to preserve and improve the health of Canadians by encouraging and assisting them to adopt a way of life that enhances their physical, mental and social well-being, and providing leadership and co-ordination in assisting the provinces and territories to bring their health services to, and maintain them at, national standards, including the administration of federal contributions to the provinces in respect of Hospital Insurance, Medical Care and extended Health and Care Services Programs. The Assistant Deputy Minister of the Health Services and Promotion Branch directs a Program Evaluation Division, a Planning and Management Services Directorate, and four operational Directorates: the Health Services

Directorate, the Health Promotion Directorate, which maintains regional offices in the Atlantic, Quebec, Ontario, Prairies and Pacific Regions, the Health Resources Directorate and the Extramural Research Programs Directorate.

General information on the operation and programs of the Branch may be obtained from the Departmental Public Affairs Directorate, Office of the Chief, Branch Administration. As well as the Department Directory of Publications a Branch directory of publications is available.

Health Services Directorate

The Directorate develops and implements, in co-operation with provinces, territories and other federal departments, guidelines and standards for health care services; provides consulting services to provincial governments and other federal departments; provides financial assistance and consulting services to provinces and voluntary health organization; and manages programs concerned with health technology, institution and professional health services, health assessment, community, mental health and family planning.

Manual

- Guide to Family Planning Grants

Classes of Records

HWC-500

Health Technology

Description: Information on the evaluation and dissemination of appropriate information on diagnostic and therapeutic health technologies in order to improve the delivery, quality and cost-effectiveness of health services. *Topics:* Dental, Breast Cancer, Cervical Cytology, Coronary Artery Surgery, Hysterectomy, Hypertension, Multiphasic Screening and Nomenclatures.

HWC-510

Community Health

Description: Files on collaboration with the provinces in the development of programs in the community that emphasize primary prevention, early detection, secondary prevention, support services to maintain physical and social functions and primary care. *Topics:* community Health Services, Provincial Health Centres, Commissioned Papers and the Hastings Report.

HWC-520

Mental Health

Description: Information on consulting services on the development and provision of mental health services; national resource bank of information; and assistance to the provinces. *Topics:* Psychology, Suicide, Mental Health Nursing, Social Work, Mental Diseases, Hospitals, Clinics, Community Centres, Consultations with Provincial Governments and Voluntary Agencies and Manuscripts (Canada's Mental Health).

HWC-530

Child and Adult Health

Description: Information on consulting services in medical and health related matters such as medico-social matters affecting child and adult population, therapeutic abortion studies, handicapped children and infant mortality. *Topics:* Diseases, Health Hazards, Health Services, Thalidomide, Abortion, Child Health and Child Abuse.

HWC-540

Family Planning

Description: Information on support for the training of family planning workers; care funding for community-based family planning services, national family planning information centre; and funding to provinces, municipalities, universities or voluntary agencies for research, services, training or demonstration purposes. *Topics:* Population, Consulting Services, Films and Scripts.

HWC-550

Training of Health Personnel

Description: Files on the development of standards for training and licensing accreditation of health personnel. *Topics:* Physician, Nursing and Dental Personnel.

HWC-560

Rehabilitation

Description: Information on encouraging and facilitating the development of programs in the community that emphasize primary care, primary prevention, early detection and rehabilitation services, together with support services essential for the maintenance of physical and social functions. *Topics:* Diseases and Anomalies, Hospitals, Treatment Centres, Rehabilitation and Personnel.

HWC-570

Dental Health

Description: Information on promoting dental health through development, printing, and distribution of guidelines on dental hygiene, preventive dental service, and radiological services and the review of surveys related to oral health; reviews of provincial dental care plans; and representation of federal government to professional associations and provincial governments. *Topics:* Demand for Dental Services, Dental Personnel, Dental Hygienists and Fluoridation.

HWC-580

Clinical Nutrition

Description: Files on food habits of groups or individuals; nutrition-related diseases; counselling services for groups or individuals; and evaluation of community nutrition services. *Topics:* Foods, Deficiency Diseases, Counselling.

HWC-590

Abortion

Description: Information on abortion studies, eligibility and distribution of therapeutic abortion committees in hospitals. *Topics:* Studies and Reports, Abortion Committees in Hospitals and Agencies.

Health Promotion Directorate

The Directorate develops and implements programs of health information and education and health promotion programs. Programs include nutrition, smoking, drugs, alcohol, health risk assessment, women and health, child health, birth planning, school health education, immunization, the elderly, business, industry and labour, safety, and built environment research.

Manual

- Health Promotion Contributions Program Guide for Applicants: assists applicants in understanding the mandate and the administrative and financial procedures

of the program.

Classes of Records

HWC-600

Nutrition

Description: Information on efforts to increase awareness and promote the adoption, by the public and professionals, of nutrition practices which include eating a variety of foods from the four groups, balancing physical activity and energy intake, and eating less fat, sugar and salt. *Topics:* Nutrition composition of Foods, School Lunch Program, Senior Adults, Survey, Eat Better and Feel Great.

HWC-610

Tobacco

Description: Public information programming on the benefits of non-smoking. *Topics:* Cessation Methods, Centres and Clinics, Surveys, Liaison with Industry and Voluntary Health Organizations.

HWC-620

Alcohol Abuse

Description: Files on public information and community section projects promoting moderation in the use of alcoholic beverages. *Topics:* Liaison with Industry, Alcohol Programs, Advertising Code and Dialogue on Drinking.

HWC-630

Health Hazard Appraisal

Description: Information on measures of health and lifestyle against standards or risks; and norms used by health professionals. *Topics:* Health Hazard Appraisals.

HWC-640

Research, Treatment and Development Program

Description: Information on contributions to voluntary, professional and provincial agencies to support scientific activities. *Topics:* Alcohol, Tobacco and Drug Resources Fund, Research on Drug Abuse, Research, Treatment and Development Program and Summer Resources Fund.

Health Resources Directorate

The Directorate administers federal health insurance and extended health care services legislation and monitors the adherence of provincial health insurance plans and programs to the conditions included in this legislation; training, supply, distribution and requirements of health personnel; design, construction and functional efficiency of health facilities. collects, plans, co-ordinates and analyses national health information.

Manuals

- Guidelines for the management of Professional Training Program
- Professional Training Program Rules for the training of Health Personnel
- Financial Reference Manual, Hospital Insurance and Diagnostic Services Program
- Medical Care Program Financial Manual

Health and Welfare Canada

- Health Resources Fund Procedures: outlines internal procedures for processing claims
- Health Resources Fund Manual: provides assistance in applying for contributions

Classes of Records

HWC-650

Health Insurance Programs

Description: Information on the provision of insured services by provincial plans in accordance with the provisions of the Hospital Insurance and Diagnostic Services Act and the Medical Care Act. *Topics:* Bone Marrow Transplant, Drug Programs, Federal Policy, Health Information, Immunization, Eligibility and Coverage.

HWC-660

Extended Health Care Services Program

Description: Information on the contributions paid to each province for nursing home care, adult residential care, home care and certain ambulatory care service. *Topics:* Home Care, Homemaker Services, Nursing Home Care, Adult Residential Care, Ambulatory Care, Multi-service Centres, Adult Day Care and Program Profiles.

HWC-670

Health Manpower

Description: Information on production of a report used as a basis for negotiations of fee schedules. Aggregate earnings data from Revenue Canada Taxation; specialty and community size codes added by Health and Welfare Canada. *Topics:* Physician's Income System, Dentist's Income System, Chiropractors, Osteopaths, Optometrists and Ophthalmologists, Pathologists, Nurse Practitioners.

EDP System

- Physician and Dentist Income: annual reporting, by specialty, based on a grouped sample of approximately 20,000 doctors and 5,000 dentists from Revenue Canada Taxation files.

HWC-680

Established Program Financing

Description: Information on contributions paid to the provinces under the Federal-Provincial Fiscal Arrangements and Established Programs Financing Act. *Topics:* Estimates and Costs.

HWC-690

Health Facilities

Description: Information on assistance to provinces and federal departments for the planning, design, functional and operational efficiency, safety and cost economics of health facilities. *Topics:* Built Environment, Fire Protection, Interstitial Space Study, Evaluation of Hospitals and Other Health Care Facilities, Construction Cost Indexing, Cost-effectiveness of Pre-fabricated Buildings, Cost Registry Reports, Function-Space-Cost Analysis, Operational Efficiency and Costs of Energy Systems, Energy Conservation and Use, Hospital Design, including Air Conditioning, Architectural, Electrical, Mechanical, Physical Plants and Emergency Units, Isolation Units and Special Care Units, Life Expectancy and Hospital Evaluation Studies.

HWC-700

Blood and Blood Products

Description: Information on federal-provincial support for the National Blood Transfusion Service. *Topics:* Canadian Red Cross Society Blood Transfusion and Donor Recruitment Service, and the Purchases of Fractionation Services.

Extramural Research Programs Directorate

The Directorate administers the National Health Research and Development Program (NHRDP) in support of health research, demonstration projects, symposia, workshops and conferences, and health research personnel training and development, in order to provide scientific information of the high quality needed by the Department to fulfill its responsibilities.

Manuals

- Grants and Contributions Guide for Projects: outlines the requirements for applicants for financial assistance under the National Health Research and Development Program.
- Guide for Research Personnel Career Awards: describes candidate requirements for these awards under the National Health Research and Development Program.
- Guide for Research Personnel Training Awards: describes the requirements for candidates who wish to apply for financial assistance to undertake research training under the National Health Research and Development Program.

Classes of Records

HWC-710

National Health Research and Development Program (NHRDP)

Description: Records on grants and contributions in support of health research activities. *Topics:* Research activities supported by the NHRDP fall into the following topic categories: the health care system; environmental health; the health consequences of human behaviour; and the health status of selected populations.

Income Security Programs Branch

The Income Security Programs Branch was created in 1975 by combining the Canada Pension Plan and the Income Maintenance Branches. The latter was responsible for administering the Family Allowances and the Old Age Security Programs, including the Guaranteed Income Supplement and Spouse's Allowance.

The objective of the Income Security Programs Branch is to maintain and improve the social security of Canadians through the programs which it administers.

The Assistant Deputy Minister, Income Security Programs Branch, directs two major components which are: Planning Evaluation and Liaison and Programs Operations, each headed by a Director General, and two directorates, namely Finance and Administration, which support Branch management. Programs Operations consists of Canada Pension Plan Claims and Benefits, Disability Determination,

International Operations, a Special Projects Team and three operational support directorates. The three operational support directorates report to a Deputy Director General.

There is a network of Programs Offices to provide information and services to the public in all Income Security Program matters. There are 59 district offices and over 150 part-time local offices reporting through ten Regional Offices located in each provincial capital. These offices are under the jurisdiction of four Assistant Directors General, who are responsible for the Atlantic, Quebec, Ontario and Western areas.

The Access to Information Act provides accessibility to subject records and not those of individuals as defined in the Privacy Act. These subject documents (such as policies and procedures) are issued and maintained at Headquarters in Ottawa. Individual files containing personal information are held in the Regions and are accessible under the Privacy Act.

The following programs are administered by the Income Security Programs Branch:

- The Canada Pension Plan (CPP): a compulsory, contributory social insurance program which provides members of the Canadian labour force with a basic level of protection for themselves and their families against the loss of income due to retirement, disability and death.
- The Old Age Security Act (OAS): provides a basic level of income for older Canadians through a basic pension which is supplemented by the income-tested Guaranteed Income Supplement (GIS) for pensioners who have no income or a limited amount as well as an income-tested Spouse's Allowance (SPA) for spouses ages 60 to 65 of those pensioners.
- The Family Allowances (FA) Program: supplements the income of families with dependent children and helps meet the additional costs associated with raising children. It also provides for the payment of an allowance to welfare agencies, government departments and institutions which maintain children.

General information on the operations and programs of the Income Security Programs Branch is available from the departmental Public Affairs Directorate, Branch Headquarters in Ottawa, The Regional Offices and the district and local offices they administer, at the following addresses:

Regional Director,
Income Security Programs,
310 Pleasantville,
St. John's, Newfoundland.
A1A 2Y5
Telephone: (709) 737-4560

Regional Director,
Income Security Programs,
P.O. Box 1238,
Charlottetown, Prince Edward Island.
C1A 7M9
Telephone: (902) 892-2123

Regional Director,
Income Security Programs,
Barrington Tower,
Suite 1300, Scotia Square,
Halifax, Nova Scotia.

B3J 3J4
Telephone: (902) 426-2342

Regional Director,
Income Security Programs,
633 Queen Street,
Fredericton, New Brunswick.
E3B 4Z6
Telephone: (506) 452-3305

Assistant Director General,
Income Security Programs,
15 Henderson Street,
Quebec, Quebec.
G1K 7L5
Telephone: (418) 694-3158

Assistant Director General,
Income Security Programs,
789 Don Mills Road,
Don Mills, Ontario.
M4T 2P6
Telephone: (416) 996-6022

Regional Director,
Income Security Programs,
Bestlands Building,
191 Pioneer Avenue,
Winnipeg, Manitoba.
R3C 3P4
Telephone: (204) 949-2310

Regional Director,
Income Security Programs,
Dominion Government Building,
1975 Scarth Street,
Regina, Saskatchewan.
S4P 3K4
Telephone: (306) 359-5654

Regional Director,
Income Security Programs,
900 Manulife House,
10055 - 106th Street,
Edmonton, Alberta.
T5J 2Z6
Telephone: (403) 420-2670

Regional Director,
Income Security Programs,
1230 Government Street,
Federal Building,
Victoria, British Columbia.
V8W 2V2
Telephone: (604) 388-3287

Manuals

- Canada Pension Plan Legal Opinions, Volumes 1-3: contain legal opinions on individual cases regarding the interpretation of sections of the Canada Pension Plan Act and Regulations.
- Canada Pension Plan Precedents, Volumes 1-17: contain individual cases considered as precedent-setting for the processing of similar cases.
- Canada Pension Plan Appeals Manual: outlines the

Health and Welfare Canada

procedures to be followed in relation to Review Committee hearings under Section 84 of the Canada Pension Plan Act.

- Old Age Security Policy Manual: incorporates into one volume the Old Age Security Act, Regulations and Policy for administering the legislation.
- Family Allowance Policy Manual: incorporates into one volume the Family Allowance Act, Regulations and Policy for administering the legislation.
- OAS, GIS and SPA Operational Bulletins: contain operational policy directives amending current policy and introducing new policy that is produced to be incorporated into the respective policy manuals.
- Pension Records Procedures: describes procedures for processing mail, change of address for Canada Pension Plan accounts and filing new Canada Pension Plan applications (Systems).
- Benefit Administration Manual, Volume 1: details legislative interpretation of the Canada Pension Plan Act and Regulations.
- Benefit Administration Manual, Volume 2: describes procedures required for processing and maintenance of Canada Pension Plan benefit accounts in regional offices.
- Record of Earnings and Contributions Data Handbook.
- Claims and Benefits Procedures, Volumes 1-3: outlines operating procedures required for processing and maintenance of Canada Pension Plan benefit accounts.
- Field Services Bulletins: describe operating procedures and documentation standards.
- Operational Bulletins, Volumes 1-5: contain policy guidelines for CPP, OAS and International Agreements on Social Security and procedures related to these programs.
- Training Manuals, Volumes 1-7: represent a formal training package used in training CPP regional processing staff. They consist of the Benefit Procedures Manual (Systems), which describes the manner in which the system operates, outlines procedures for the completion of EDP input form for CPP benefits, and describes the output products produced by the system;
- the District Office Manual, which describes interviewing techniques to be used and the procedures to taking CPP and OAS applications, and the documentation standards required for CPP and OAS applications;
- the the Proof of Age Manual, which describes the documentation standards for the determination of age of applicants for CPP and OAS benefits and provides policy guidelines for the determination of age under the CPP and OAS Acts.
- Trusteeship Manual: describes the procedure to follow when a request for trusteeship is received in the CPP program area and documentation standards.
- Guide Letter Manual: consists of form letters used to communicate with CPP applicants and beneficiaries.
- FA and OAS Procedures Manuals (Systems): contain detailed processing procedures for the FA and OAS computer systems which support the FA and OAS programs.
- Renewal GIS and SPA Operational Guidelines: describes policy guidelines, processing procedures and the operational requirements to meet these policies for processing GIS/SPA renewal application forms.
- FA and OAS Procedures Manuals: describe procedures for processing new and active accounts (Ontario Region).
- OAS Central Registry Manual: outlines procedures used for training and a reference source (Ontario Region).
- FA Form and Guide Letter Manual: describes procedures used by all staff processing FA accounts (Western Region).
- GIS Renewal Manual: outlines procedures used by OAS Section in processing GIS applications received (Western Region).
- OAS Procedures Manual: describes procedures used by OAS Section in processing OAS and SPA applications, transfers and trusteeship requests (Western Region).
- OAS Forms and Guide Letter Manual (Western Region).
- OAS and GIS Training Manuals (Western Region).
- Easy Reference for OAS, GIS and SPA: outlines procedures used by part-time staff (Regina District Office).
- CPP Standard Operating Procedures: outlines processing procedures in the Alberta Regional Office.
- Resource Material Guide: contains a master index of all CPP manuals.
- International Operations Procedures: describes procedures to be followed for processing claims for Social Security benefits under the various international agreements; combines CPP and OAS procedures along with the unique features of International Social Security Agreements; and aids the operational staff in processing claims.
- International Operations Procedures (Systems): describes the CPP and OAS computer systems along with the unique features of International Agreements; and describes in layman's terms what the programs should be doing; and aids Operational Staff to input information and analyse the computer output.
- Benefit Procedure Systems Specification Manual, Volumes 1-3, Detailed Programmatical Specification: describes internal and external processes used by the Master Benefit File for the processing of data.
- Dictionary of Output Products Operating Procedures: identifies and lists all paper products generated by the system, by program type, gives the number of copies

produced and their distinction.

- **Teleprocessing User Manual Operating Procedures:** describes the several functions of the Client Information Control System (CICS) (terminal) and their usage.
- **Payment Operating Procedures:** describes the methods and processes governing the Payment System, including the cheque issue system, cashier's system and payment history file system for each benefit type.
- **Earnings Operating Procedures:** describes the methods and processes governing the Record of Earnings systems, including a description of the interfaces between Employment and Immigration Canada, Régime des rentes du Québec, and Revenue Canada Taxation.
- **File Maintenance Operating Procedures:** describes the manner in which File Maintenance is done at the Benefit file, Earnings file, Payment file and Validator file and gives all necessary information to operate the file maintenance system.

Classes of Records

HWC-720

Income Security Programs

Description: Information on the operations of income security programs and international social security agreements; interrelationship among the Canada Pension Plan, the Quebec Pension Plan and private plans; agreements with government departments regarding the issuance and security of and inquiries concerning social insurance number; and the provision of information to provinces for the administration of provincial assistance programs. *Topics:* Provincial Assistance Programs (Agreements), International Operations (Agreements and Arrangements), Pension Plans (Quebec, Superannuation, Other Countries), Social Insurance Numbers (Agreements) and Individual File.

HWC-730

Canada Pension Plan

Description: Information on the operations of the Canada Pension Plan; the application of policies, procedures and regulations involved in determining the eligibility for retirement; disability and survivors benefits; identification of coverage; and contributions by individuals. *Topics:* Federal-Provincial Relations, Coverage and Contributions, (by Individual, Agreements with Other Countries, Dual Contributors, Self-employed), Canada Pension Plan, Interpretation and Application, Canada Pension Plan Regulations, Administrative Consolidation Amendments, Appeals, Claims and Benefits, Disability, Retirement, Survivors, Disability Determination and Individual File.

EDP System

- **Canada Pension Plan:** maintains a centralized system for maintaining records of earnings, contributions and retirement, disability, death and survivor benefits to the Canada Pension Plan.

HWC-740

Family Allowance

Description: Files on the payment of Family Allowance. *Topics:* Application, Eligibility, Payment, Payees, Maintenance, Appeals,

Fraud and Prosecution, Taxation, Child Tax Credit, Social Insurance Numbers and Individual File.

EDP Systems

- **Family Allowance Cheque Issue:** a decentralized file maintenance and cheque issue system for families with children in all provinces and for children in institutions or agencies eligible for special allowances.
- **On-line Index:** an on-line retrieval system of Family Allowance information which is used to supply names and addresses for undelivered cheques and to locate account numbers from correspondence requiring action when no account numbers are included by the correspondent.

HWC-750

Old Age Security

Description: Files on the payment of Old Age Security Pension (OAS), Guaranteed Income Supplement (GIS) and Spouse's Allowance (SPA). *Topics:* Amendments to Legislation (Policy Development), Eligibility, Payment (Payees), Guaranteed Income Supplement, Taxation, Social Insurance Numbers, Appeals, Individual File, Spouse's Allowance and Application (Fraud and Prosecution).

EDP Systems

- **OAS and GIS Cheque Issue:** a decentralized file maintenance and cheque issue system for pensioners in all provinces eligible for old age security and corresponding guaranteed income supplement and spouse's allowance.
- **GIS and NRT Discrepancy Verification:** reports income discrepancies of GIS recipients based on a comparison with Revenue Canada Taxation files.

Social Service Programs Branch

The Branch was formed in 1975 with the amalgamation of the Social Allowances and Services and the Developmental Programs Branches, to give single direction to all Social Service Programs.

The responsibility to the Branch is the development, promotion and support of measures designed to improve the social well-being of Canadians by providing advice to and co-operating with the provinces and territories to ensure national social services standards.

The Assistant Deputy Minister of the Social Service Programs Branch administers a Planning and Evaluation Directorate, a Finance and Administration Directorate, and five operational Directorates: the Canada Assistance Plan, New Horizons, the Bureau on Rehabilitation, Social Service and National Welfare Grants. The Canada Assistance Plan and the New Horizons Directorates maintain a field office in each province.

General information on the operation and program of the Social Services Branch may be obtained from the departmental Public Affairs Directorate, Branch Headquarters in Ottawa and the field offices of the Canada Assistance Plan. Field Offices may be reached as follows: Access to Information Officer Canada Assistance Plan Field Office at one of the addresses listed below.

c/o Department of Social Services,

Health and Welfare Canada

Confederation Building,
St. John's, Newfoundland.
A4C 5T7
Telephone: (709) 737-3606

c/o Department of Social Services,
P/O/ Box 696,
Halifax, Nova Scotia.
B3J 2T7
Telephone: (902) 424-6763

c/o Department of Social Services,
P.O. Box 6000,
Fredericton, New Brunswick.
E3B 5H1
Telephone: (506) 452-3344

c/o Ministry of Social Affairs,
5th Floor,
1005, Chemin Sainte-Foy,
Quebec, Quebec.
G1S 4N4
Telephone: (418) 643-3329

c/o Ministry of Community of
Social Services,
4th Floor, Hepburn Building,
Queen's Park,
Toronto, Ontario.
M7A 1E9
Telephone: (416) 965-5011

c/o Department of Community Services
and Corrections,
270 Osborne Street North,
Winnipeg, Manitoba.
R3C 1V7
Telephone: (204) 944-3286

c/o Department of Social Services,
Room 920, Chateau Tower,
1920 Broad Street,
Regina, Saskatchewan.
S4P 3V6
Telephone: (304) 565-3595

c/o Department of Social Services
and Community Health,
7th Street Plaza, South Towers,
10030 - 107th Street,
Edmonton, Alberta.
T5J 3E4
Telephone: (403) 427-7942

Health and Welfare Canada,
Room 111,
816 Government Street,
Victoria, British Columbia.
V8W 1W9
Telephone: (604) 388-3285

c/o Ministry of Human Resources,
Room 106,
800 Cassiar Street,
Vancouver, British Columbia.
V5K 4N6
Telephone: (604) 299-9131

Manual

- Branch Procedures Manual

Canada Assistance Plan Directorate

The Canada Assistance Plan is a shared-cost program through which Canada pays 50 per cent of the cost to provinces and municipalities of providing social assistance, welfare services of a preventive, supportive or rehabilitative nature, and work activity projects intended to improve employability of persons who have employment difficulties. The Director General of the Plan administers four directorates: Welfare Services and Work Activity, Program Finance, Assistance and Vocational REhabilitation Services Administration, and Field Operations.

Classes of Records

HWC-760

Canada Assistance Plan

Description: Information on the administration of the Canada Assistance Plan Part I and Part III, Vocational Rehabilitation of Disabled Persons Act, Blind Persons Act, Nursing Home Care Benefits Program, Indian Welfare Agreements (Ontario), Young Offenders Program and Section 45 of the Excise Tax Act; shareability of provincial program initiatives; changes and provincial costs; and accountability for annual transfer payments. *Topics:* Disabled Persons Allowance, Blind Persons Allowance, Grants and Welfare Organization, Nursing Home Care, Young Offenders, Vocational Rehabilitation of Disabled Persons, Research in Vocational Rehabilitation, Welfare Services and Work Activity, Old Age Assistance, Unemployment Assistance and Remission Orders.

New Horizons Directorate

The Directorate enables groups of retired seniors to participate in activities designed to overcome social isolation and to benefit seniors, other Canadians and the community.

Manuals

- New Horizons Program Procedures Manual
- New Horizons Guidelines for Project Accounting

Classes of Records

HWC-770

New Horizons

Description: Files on the Distribution of federal funds to groups of retired Canadians. *Topics:* Information and Liaison, Program Development and Operations.

EDP System

- New Horizons Management Reporting: maintains basic data on New Horizons projects to facilitate their control; retrieves projects information in response to ad hoc queries.

Bureau on Rehabilitation

The Bureau was established to co-ordinate the Departmental initiatives with respect to the disabled with special attention being given to the XIIth World Congress on International Rehabilitation in Winnipeg in 1980 and the United Nations International Year of the Disabled. The Bureau also provides information services to the disabled.

Classes of Records

HWC-780
Rehabilitation

Description: Information on the rehabilitation of handicapped persons. Transportation for the Handicapped, Access to Federal Buildings and Disabled in Canada.

Social Services Directorate

The Directorate provides consultation and information services, and undertakes policy development activities to enhance the development of social services in Canada.

Classes of Records

HWC-790
Social Services

Description: Information on consultation and information services, policy development activities in the areas of Children and Youth Services, Day Care, Divorce Counselling, Social Services Delivery, Rehabilitation and Related Services, Community Services and Aging, International and Inter-Provincial Adoptions. *Topics:* Day Care, Child Welfare and Youth Services, Adoption Desk, Family Services and Divorce Counselling, Voluntary Action and Community Services, Policy Development and Program Information.

EDP System

- Adoption Desk: matches prospective parents and children available for adoption who were not successfully placed through provincial systems.

National Welfare Grants Directorate

The role of the Directorate is to promote improvements in welfare services and self-help activities by providing financial assistance, consultation, information and advice to governmental and non-governmental welfare agencies (including citizen organizations), for short-term research, demonstration and other project activities, and to individuals for advanced studies in social work.

Manual

- National Welfare Grants Reference Manual

Classes of Records

HWC-800
Welfare Grants

Description: Information on the funding of professorships, fellowships and research projects. *Topics:* Visiting Professorship Plan, National

Welfare Fellowships, Welfare Research Fellowships, Welfare Research Projects and the Welfare Research Advisory Committee.

Fitness and Amateur Sport Branch

Fitness and Amateur Sport was established by Act of Parliament in 1961. Under the terms of the Act, its purpose is to promote, encourage and develop fitness and amateur sport in Canada. Fitness and Amateur Sport pursues these purposes through the activities of its two program areas, Fitness Canada and Sport Canada. Both fulfill their functions primarily through the provision of financial contributions and consultative assistance to national sport and recreation organizations and agencies.

HWC-810
Sport Canada

Description: Information on financial and technical support and services to national agencies and individuals to encourage, promote, and develop activities directed toward the pursuit of excellence in amateur sport. *Topics:* National Sports and Recreation Centre; Sports Pool Program; provincial-federal and international liaison; national professional organization and; consulting firms; local and regional liaison; Provincial Sports Association; provincial grants; educational grants; Hockey Canada; Game Plan Athlete Assistance Program; special projects; Sport Exhibition Program; Halls of Fame; Women's Program; Conseil Permanent de la Médecine Sportive des Pays d'expression française; Olympics; application to host Games; hosting of Olympic Games; Sport Canada participation in Olympics; Montreal 1976; intensive care of athletes; '76' development planning policy, Olympic facilities; committees; Canadian Olympic Association; Olympic alternative; Canada Games; Interprovincial Games; Provincial Games; Pan-American Games; World Student Games; Maccabiah Games; Hapoel Games; Indianapolis-Scarborough Peace Games; Festival International de la Jeunesse Francophone; Commonwealth Games; Arctic Winter Games; Sports Associations; Umbrella Association; Sports Program-records on the various sports; promotion and communications; liaison; information; information projects; sports publications and reports; advertising; media relations; special projects; games and meets; speeches and messages; Terry Fox Humanitarian Award program; facilities — national training facilities, artificial turf, domes and air support structure.

HWC-820
Fitness Canada

Description: Information on financial and technical support and services to national organizations and individuals to raise the fitness level of Canadians through increased participation in physical activity thus encouraging a health lifestyle. *Topics:* Provincial liaison, federal liaison, international liaison, professional organizations; consulting firms, Fitness Canada; education institutes; local and regional liaison; Grants-in-aid, national organizations, provincial agencies, local agencies, provincial grants, education institutes grants; Participation; education institute research; research contributions; special projects; creative play, professional development practicum; handicapped people — provincial liaison, special projects, professional organizations; Federal Labour Intensive Projects; Employee Fitness programs; provincial liaison; fitness testing equipment; educational institutes; international liaison; fitness workshops for physicians; home fitness test; request for fit-kit; request for fitness publications; general request for fitness publications; nutrition programs organizations; fitness research; Canada Fitness Survey; Phacts project; sport for leisure; Indians, Inuit and Métis; public relations-printed material; periodicals received; sport and recreation safety; facilities-requests for fitness trails, hiking trails, bikeways; National Advisory Council on Fitness and Amateur Sport; research, planning and evaluation; evaluation —

system, special projects, control agencies studies; research contribution program, special projects; planning — project and systems designs, national study on supply of sport and recreation facilities, phase I and III; Canada Fitness Award.

General information on the operation and programs of the Fitness & Amateur Sport Branch may be obtained from the Departmental Public Affairs Directorate and Branch Headquarters in Ottawa.

Administration

The administrative area of the Department of National Health and Welfare comprises the Management Practices Branch, the Personnel Administration Branch, the Internal Audit Directorate and the Information Services Directorate. Descriptions of the classes of records and topics pertaining to the administrative area of the Department are reported in The Access Register under the Standard Classes of Records.

The Management Practices Branch

The Branch is accountable for the executive direction, development and implementation of departmental management systems including financial and operational planning and control; it also acts as a link between the Department and central federal agencies, and assists all branches in tasks such as budgeting and information distribution. The Management Practices Branch is directed by as Assistant Deputy Minister who heads three Directorates: Management Planning, Financial Administration and Administrative Services.

The Management Planning Directorate is responsible for the departmental management framework with particular emphasis on long-range planning. The Financial Administration Directorate provides direction, planning, policy development, advisory and administration support services to the Department. The Administrative Services Directorate is responsible for departmental administrative policies, systems and procedures, for providing certain administrative services to all branches and all administrative services to certain smaller branches, and for representing the Department on administrative issues to central government agencies and private enterprise.

The Personnel Administration Branch

The responsibilities of the Personnel Administration Branch are the determination, acquisition, development and compensation of the

human resources of the Department. The Branch is headed by the Director General, Personnel Administration Branch and comprises six Bureaux: Staff Relations and Compensation; Classification and Organization; Staffing Management; Policy Training and Employee Programs; Official Languages; and Management Services. Of ten Area Personnel Units, four are located in the National Capital Region and six in the Atlantic, Quebec, Ontario, Prairies, Alberta and Pacific Regions.

The Internal Audit Directorate

The Internal Audit Directorate provides the Deputy Minister and senior managers with an assessment of the Department's operations and the integrity with which public funds are acquired and expended. The Directorate is divided into a Management and Support component and an Audit Operation component. Management and Support provides a management framework and support services while Audit Operations performs the auditing function as a contribution to improved management and operations.

Public Affairs Directorate

The Directorate is responsible for public awareness of the Department's objectives and programs, for the proper use of communications resources, and for advice and services on communications matters. The Director of Public Affairs heads a Creative Services Division and a Media and Promotion Division.

The Creative Services Division provides technical and professional advice and production services to Branches in the fields of editing, publishing, audio-visual and advertising and in the planning and implementation of corporate public affairs programs. The Media and Promotion Division provides similar advice and support to Branches in the fields of media relations, special events, public inquiries (including public affairs support in the regions); it also assists in the planning and implementation of corporate public affairs programs.

Service is provided to the public through headquarters facilities in Ottawa as well as five regional offices in Vancouver, Edmonton, Toronto, Montreal and Halifax. Contact with these offices is usually made by telephone, written inquiries or through personal visits.

General information on the operation and programs of the Management Practices Branch, the Personnel Administration Branch, and the Internal Audit and Public Affairs Directorates should be addressed to the departmental Public Affairs Directorate.

Background

Customs and Excise is a branch of Revenue Canada reporting through its own Deputy Minister to the Minister of National Revenue. Its primary role is the collection of revenue and the control of the movement of people and goods across the Canadian border.

The Customs function is primarily involved in the control of the international movement of people and goods across Canadian boundaries, and the collection of revenue in the administration of the Customs Act, the Customs Tariff Act and other acts concerning the social, economic, health, safety and environmental needs of Canada.

The Excise function administers the Excise Act and Excise Tax Act and is primarily involved in the licensing of manufacturers and wholesalers, the collection of sales and Excise taxes on domestic and imported goods, the licensing and regulatory control of breweries and distilleries and the collection of Excise duties on spirits and tobacco.

Laws and Regulations

- Customs Act
- Customs Tariff Act
- Anti-dumping Act
- Excise Act
- Excise Tax Act

Overall Responsibilities

- To assess, collect and control duties and taxes on imported and domestically produced goods, and to exercise control over international movement of persons and goods
- To ensure that Canadian industry receives the protection to which it is entitled under the Customs laws
- To provide the information and services necessary to full understanding of and voluntary compliance with the requirements of Customs and Excise laws and regulations
- To enforce all Customs and Excise laws, and in addition to administer, in part, the statutes of other government departments and agencies as they pertain to the international movement of persons and goods
- To collect Customs and Excise duties and taxes

Key Contacts

- General inquiries (613) 997-3601
- Press and Parliament (613) 993-6220
- Library and reading room (613) 995-0007
- Access to Information and Privacy Co-ordinator (613) 996-7635
- Legal counsel (613) 996-9754
- Program and service assistance (613) 997-3601

Access Procedures

All formal requests for access to information under the Access to Information Act should be made on the prescribed form and forwarded to:

Access to Information and Privacy Co-ordinator
Revenue Canada Customs and Excise
191 Laurier Avenue West, 10th floor
Ottawa, Ontario
K1A 0L5
Telephone: (613) 996-7635

Customs Programs Branch

The Branch is responsible for maintaining and controlling administrative programs and operational systems pertaining to the international movement of peoples, goods and conveyances; and enforcing the regulations of other departments and agencies as they pertain to such movement. It is divided into four major directorates: International Traffic, Tariff Programs, Special Assessments and Branch Services. Acts: Customs Act, Customs Tariff Act and the Anti-dumping Act.

International Traffic Programs Directorate

This Directorate is responsible for controlling all Customs programs of a non-assessment nature, namely, inspection and enforcement, commercial traffic control, data control and seizure and forfeiture adjudication. Functional direction is provided to the field on the application of these programs. It is divided into eight major divisions: Commercial Programs, Commercial Traffic Control, Passenger Programs, Postal Programs, Adjudications, International Programs, Cargo Control Entry Processing and Collection System (CEPACS) and Data Control Programs.

Commercial Programs Division

The Division is responsible for administering Customs policies related to legislation of other departments; to prohibition and restrictions under the Customs Act and Customs Tariff Act; to examination and search techniques and aids; to the operation of Customs brokers and Customs ports. It is divided into three major sections: Operational Services, Enforcement Support, and Examination and Inspection Systems.

Classes of Records

RCCE-10 Operational Services

Description: Information on the licensing and control of Customs brokers and to the effective operations of Customs ports. *Topics:* Qualified person examination; Licensing Advisory Committee; Customs brokers; agents; power of attorney; Customs ports; hours of service; special service charge; enforcement officers. *Retrievability:* Customs brokers and individual ports are filed alphabetically by name and location.

RCCE-20 Enforcement Support

Description: Information on the development, monitoring and testing of biological and technical examination and search techniques and aids. *Topics:* Brokers, importers, and exporters profiles; commodity profiles; methods of examination; technical devices; search techniques;

Revenue Canada-Customs and Excise

intelligence subject matter. *Retrievability*: Profiles filed alphabetically by name.

RCCE-30 Examination and Inspection Systems

Description: Information on legislation administered by Customs on behalf of other federal government departments and agencies and on imports coming under the provisions of the Offensive Weapons and the Marking of Imported Goods Order. *Topics*: Offensive weapons; marking of imported goods; disposal; exports; acts of other departments, (e.g. Animal Diseases and Protection Act, Canadian Wheat Board Act, Cultural Property Export and Import Permits Act, and National Energy Board Act). *Retrievability*: Acts grouped by department.

Commercial Traffic Control Division

This Division is responsible for controlling the movement of goods and vehicles entering Canada until the requirements of the various departmental programs have been met, and the goods and vehicles have been properly acquitted for Customs purposes. It is divided into four main sections: Carrier Control, Cargo Control, Warehouse Control and Enforcement Support.

RCCE-40 Carrier Control

Description: Information on the control of the use of non-duty paid instruments of international conveyance; all modes of transport and transport-related equipment in accordance with Customs Transportation Policy. *Topics*: Remission orders for vessels, aircraft, and railway rolling stock; policy directives and information of a general or specific nature relating to carriers of all modes; applications and case studies of the Interdepartmental Railway Rolling Stock Committee. *Retrievability*: Case files are divided into different carrier modes and filed alphabetically by company.

RCCE-50 Cargo Control

Description: Information on the control and reporting of import and export cargo in both the automated and non-automated environments. *Topics*: Cargo Control Regulations; authorization of bonded carriers of all modes; freight forwarders; deconsolidators.

RCCE-60 Warehouse Section

Description: Information on the operation of various types of warehouses, duty-free shops, frontier ports of entry; and the disposal of unclaimed goods. *Topics*: Customs suzerance warehouses; bonded warehouses; Queen's warehouses; duty-free shops; frontier ports of entry; unclaimed goods; appointment of auctioneers - disposal of unclaimed goods. *Retrievability*: Individual warehouses filed alphabetically by name and location.

RCCE-70 Enforcement Support

Description: Information on the detection and investigation of offences concerning the in-bond movement of goods and vehicles. *Topics*: Enforcement techniques; detection methods; investigations; penalty actions; national reports of all enforcement checks related to transportation companies. *Retrievability*: Investigation case files filed alphabetically by name.

Passenger Programs Division

This Division is responsible for the clearance and processing of travellers entering Canada by all modes of transportation and the

functional direction of all Customs Inspectors at all ports of entry with respect to procedures, enforcement techniques and training. It is divided into three main sections: Passenger Entry Processing and Tariff Programs; Passenger Enforcement Support; and the Interdepartmental Inspection Services Committee and Airport Systems Section.

Manuals

- International Airports - Standard Operations Manual
- Inspection Services Space Standards Manual
- Office of Primary Interest Manual

RCCE-80 Passenger Entry Processing and Tariff Program

Description: Information on the application of specific tariffs pertaining to the control and processing of travellers and their baggage entering Canada by all modes of transport other than air; and the Travellers Exemption Checking Unit, which records and controls the travellers' written declarations. *Topics*: Interpretive guidance on tariff items pertaining to visitors; former residents; returning residents; settlers and their effects; requests for additional duties and taxes through the Travellers Exemption Checking Unit; and travellers' written declarations. *Retrievability*: Cases filed by tariff item number. Topic files arranged by port and date.

RCCE-90 Passenger Enforcement Support

Description: Information on the detection and investigation of criminal and civil offences committed by travellers entering Canada by all modes of transport. *Topics*: Profile files to facilitate the identification and examination of high-risk passengers, and to interpret the results of mechanical electronic aids such as gas chromatograms; an automated intelligence information system used by line officers for enforcement purposes; liaison with RCMP.

EDP System

- Automated Intelligence Customs Service (AICS).

RCCE-100 Inter-departmental Inspection Services Committee and Airport Systems

Description: Information on the control of travellers entering Canada by air, functional direction to Customs Inspectors at airports and the departmental posture at the Interdepartmental Inspection Services Committee. *Topics*: Inspection procedures and passenger processing at airports; charter access and level of service; Customs facilities at airports; signage; baggage handling; sterile lounges; pre-clearance and security; liaison with other departments. *Retrievability*: Case files for individual airports filed alphabetically by name.

Postal and Courier Program Division

This Division is responsible for the control of mechanical, non-mechanical, automated and non-automated Customs postal and courier operations in areas such as the report, control, examination, enforcement, documentation and release of all postal and courier shipments. The Division also ensures all corporate level liaison with Canada Post Corporation. It has four major areas of concern: Postal Policies, Procedures and Automated Systems; Enforcement Devices and Techniques; Courier Systems and Procedures; and Mechanized systems development.

RCCE-110

Postal Policies, Procedures and Automated Systems

Description: Information on various policies, procedures, operational and proposed non-automated and automated systems respecting the importation of goods through the postal system by commercial and non-commercial importers; also co-operation and liaison with domestic and foreign authorities. *Topics:* Legal interpretations of legislation, regulations and policies; alternative processing methodologies; postal methods of payment for duties and taxes; Postal Import Remissions; Postal Release Procedures; complaints; types and classes of mail; mail movement and control; prohibited goods disposal; co-operation and liaison with domestic and foreign authorities such as the R.C.M.P., Agriculture Canada, Health and Welfare Canada, Canada Post Corporation and Statistics Canada.

RCCE-120

Postal and Courier Programs - Enforcement Devices

Description: Information on the evaluation of current and proposed new techniques and scientific devices to detect non-compliance (by importers and travellers) with the law respecting illegal use of the mails to import prohibited goods. *Topics:* Scientific devices and technological developments in detection equipment; drug enforcement; contraband detection programs; international enforcement and investigations intelligence liaison.

RCCE-130

Courier Systems and Procedures

Description: Information on the control of courier shipments from their time of arrival in Canada until completion of legal disposition. *Topics:* Courier policy; projects; statistics; and legal interpretations of various alternative proposals and committees.

RCCE-140

Postal and Courier Programs - Mechanized Systems Development

Description: Information on ensuring effective Customs control over the movement and processing of international mail by means of improved facility designs and both mechanical and non-mechanical systems. *Topics:* Facility improvements; correspondence and drawings; machinery and equipment. *Retrievability:* Filed by subject and by Customs office.

Adjudications Division

This Division is responsible for ensuring that the penal provisions of the Customs and Excise Acts are applied in a uniform and equitable manner across Canada; that the citizen is treated fairly; that the penalties imposed are reasonable, equitable and suit the infraction; and that the decision rendered is in accordance with law, equity and jurisprudence, and is defensible before the Federal Court. It is also responsible for the collection of unpaid assessments through the Courts by using appropriate collection techniques. The Division has two major areas of concern: Adjudications and Appeals, and Enforcement and Accounts.

Manuals

- Customs Seizures Enforcement Manual
- Jurisprudence Manual

RCCE-150

Adjudications and Appeals

Description: Information on the actual seizure of goods for apparent infractions of the Customs and Excise Acts, adjudication policies and procedures, and appeals against seizures for alleged infractions.

Topics: Seizure reports from regional and headquarters personnel as well as the R.C.M.P.; records of goods seized from individuals or firms; ascertained forfeitures where goods are unobtainable, including a description of the goods; the reason for seizure; and the seizing officer's report. *Retrievability:* Cases filed by number; cross-indexed alphabetically by name of company or individual.

RCCE-160

Enforcement and Accounts

Description: Information on the collection of outstanding accounts, various collection and enforcement techniques, the release or disposal of seized goods, and liaison with the R.C.M.P. *Topics:* Accounting; accounts receivable; accounts payable; suspense accounts; outstanding debts; claims for damages and release of goods; forfeited goods; liquor seizures; endangered species; laboratory analysis of samples.

International Programs Directorate

This Directorate is responsible for representing the Canadian Government and the Department in various customs-related international forums, and for providing effective liaison with other customs-related international organizations as well as other customs administrations with a view to ensuring the protection of Canadian Customs interests in trade matters, and other issues relating to the improvement of customs techniques concerning the international movement of goods and people. The Directorate has one major area of concern: the Customs Co-operation Council, and other international organizations.

Manuals

- Customs Co-operation Council Basic Texts

RCCE-170

Customs Co-operation Council and Other International Organizations

Description: Information on liaison with other customs-related international bodies to protect Canadian Customs interests in trade matters and other issues relating to the facilitation, harmonization and simplification of customs techniques for the international movement of goods and people. Principal focus is the Customs Co-operation Council. *Topics:* Customs Co-operation Council meetings; delegates; recommendations; technical assistance; customs applications of computers; nomenclature; bilateral agreements with other countries concerning customs enforcement; relevant international customs-oriented agreements - International Conventions.

Tariff Programs Directorate

This Directorate is responsible for controlling the assessment of duties and taxes on imported goods and for the granting of duty and tax relief on them, the processing of statutory appeals against assessment, and the settlement of assessment and tax relief disputes. It is divided into three Divisions: Tariff Classification, Tariff Relief, and Valuations.

Tariff Classification Division

This Division is responsible for controlling and developing programs pertaining to tariff treatment, tariff classification, related appeals and the Made in Canada status of imported goods and administering the Automotive and Machinery Remission Programs.

Manuals

- Departmental Consolidation of the Customs Tariff

Revenue Canada-Customs and Excise

- Canadian International Trade Classification Manual

Machinery and Equipment

This unit is responsible for developing policies, programs, guidelines and directives pertaining to tariff classification, related appeals and the Made in Canada status of imported machinery, agriculture and electrical products; and the provision of technical expertise on tariff administration matters to the Machinery and Equipment Advisory Board and the Automotive Remission Program. It is made up of four sections: Machinery, Agriculture and Transportation, Electrical and Primary Product. The unit deals with rulings and appeals, The Made in Canada label, rules of origin and general subjects.

Industrial and Consumer Goods

This unit is responsible for developing policies, programs, guidelines and directives pertaining to tariff classification, related appeals and the Made in Canada status of imported industrial and consumer goods; provides technical expertise on tariff administration matters relative to industrial and consumer goods with respect to amendments to the Customs Tariff. It is made up of four sections: Foodstuffs; Wood and Paper; Health and Education; Chemicals, Textiles and Prohibited Goods. The unit is concerned with rulings and appeals, The Made in Canada label, rules of origins and general subjects.

Note: The Machinery and Equipment and Industrial and Consumer Goods units share one set of classes of records.

RCCE-180

Rulings and Appeals

Description: Information on the determination of tariff classification and the investigation of appeals under various major industry fields such as: Machinery; Agriculture; Transportation; Electrical; Foodstuffs; Wood and Paper; Health and Education; Chemicals, Textiles and Prohibited Goods. *Topics:* Correspondence used in determining and issuing rulings on classification; appeal documents; entries; Tariff Board cases; court cases; Deputy Minister's decisions. *Retrievability:* Files arranged by tariff item number.

RCCE-190

Made in Canada

Description: Information on Tariff Surveys and studies respecting "Made in Canada" legislation on imported goods in light of changing trade patterns, technological developments, and evolving manufacturing processes. *Topics:* Made in Canada inquiries; reports; studies on the status of imported goods under the major industrial headings, i.e., machinery, textiles, metals.

RCCE-200

Rules of Origin

Description: Information on the determination of tariff treatment in accordance with the Canadian rules of origin regulations and trade agreements. *Topics:* Enquiries, reports, requests for information, investigations and final decisions on such things as entries; invoicing; preferential tariff; and direct shipment. *Retrievability:* Files are arranged by subject and country.

RCCE-210

Tariffs

Description: Information on the overall functions and programs which are the concern of the whole Division. *Topics:* Machinery remission orders; Auto Pact; temporary tariff items; travellers, prohibited and privileges; Customs and Excise Laboratory Reports.

Tariff Relief Division

This Division is responsible for the administration of Customs drawbacks, Standing Remission Orders-in-Council, remissions not covered by existing authority and refund procedures. It also conducts audits of manufacturers' production costs under the automotive and related programs and administers Schedule "B" of the Customs Tariff Act. The Division is divided into three main units: Remissions, Drawbacks and Refunds, and Automotive Audit.

Manuals

- Drawbacks Officers Manual

- Refund Manual

RCCE-220

Remissions

Description: Information on the eligibility of companies or types of commodities for exemption or remission of duties and taxes under Standing Remission Orders in Council, special remissions, and applications to the Interdepartmental Remission Committee. *Topics:* Applications, background information, research data, and decisions relating to: Standing Remission Orders in Council; special remissions; Canadian goods abroad; and temporary entry provisions. *Retrievability:* Cases are filed by company name and Order in Council number.

RCCE-230

Drawbacks and Refunds

Description: Information on the drawback of Customs duties on exported goods, the refund of Customs duties under various regulations (excluding Appeals) and the remission of Customs duties via drawback for specific commodities. *Topics:* Correspondence on drawbacks - claims and claimants; refunds - claims and claimants; exports; obsolete or surplus goods; railway rolling stock; ships' stores; home consumption; spirits exported. *Retrievability:* Subject files and case files are arranged by company name. Refund and drawback claims filed by claim number and held in the various regional offices.

RCCE-240

Automotive Audit

Description: Information on the review of production reports and audits of manufacturers' production costs under the authority of the Special Remission Programs. *Topics:* Correspondence, production reports, and audits pertaining to the Special Remission Programs governing the manufacturing of vehicles and parts under the Motor Vehicle Tariff Order (1965); the British Commonwealth Content Qualifications; front-end loaders; off-highway vehicles; and the Television Remission Program. *Retrievability:* Cases filed by company name.

RCCE-250

Tariff Relief

Description: Information on the overall functions of the Automotive Audit Unit. *Topics:* Regulations of other departments; regulations of other countries; payment of claims withheld to offset debts due to the Crown; post-audit procedures; entries and invoices; seizures arising from drawback or refund investigations and trade talks and negotiations. *Retrievability:* Files are arranged by subject, company, country or department.

Valuations Division

This Division is responsible for investigations in Canada and abroad to establish values for duties of imported goods, processing of appeals

against valuation decisions and the provision of functional guidance to field personnel involved in the valuation appraisal function. It also enforces valuation rulings and monitors valuation functions at headquarters and in the field.

Manuals

- Valuation Policy Manual
- Appraisers' Procedures Manual
- Appraisal of Used Goods Manual
- Ruling Enforcement Manual

Appraisal Operations

This section is responsible for conducting investigations in Canada and abroad for the purpose of establishing values for duty of goods imported into Canada, for the processing of appeals by the importing public on valuation decisions and for providing functional guidance to field personnel involved in the valuation appraisal function. It is divided into eight commodity units: Textiles and Footwear, Electrical and Scientific, Chemicals and Foodstuffs, Industrial Machinery Transportation, Paper and Recreational, Hand Tools and Specialty Items, and Materials. The units deal with investigations and appeals, enforcement and monitoring, and the Central Values Index.

RCCE-260

Investigation and Appeals

Description: Information on the investigation of the value for duty of imported goods and the processing of appeals on valuation decision. *Topics:* Submissions; appeals; import statistics; price lists; commercial invoices; production costs; research and development information; marketing strategies and techniques; rulings to exporters. *Retrievability:* Files are arranged by subject and commodity.

RCCE-270

Enforcement and Monitoring

Description: Information on the enforcement of specific valuation rulings and the monitoring of valuation functions in headquarters and the field. *Topics:* Rulings, price lists, commercial invoices, entry documents and production costs used in controlling the enforcement of valuation rulings; audits and reports on the efficiency and effectiveness of valuation activities. *Retrievability:* Files are arranged by commodity and company.

RCCE-280

Central Values Index

Description: Information on current and past investigational activity and incoming formal appeals, and information on valuation activities delegated to field officers. *Topics:* Formal appeals and their disposition; results of investigations; legal opinions. *Retrievability:* Indexes are maintained by exporter and commodity.

Special Assessments Directorate

This Directorate is responsible for the assessment of duties on imported goods for the protection of Canadian producers; the Countervail and Surtax Programs; the processing of statutory appeals against assessment and the settlement of disputes referred to headquarters which may result in a hearing before the Anti-dumping Tribunal. The directorate is divided into three divisions: Anti-dumping Investigations, Countervail and Surtax, and Policy and Systems.

Policy and Systems Division

This Division is responsible for developing and maintaining programs, systems, policies, procedures and legislation pertaining to the administration of Anti-dumping, Countervail and Surtax. It provides functional direction to all persons in the department, and advice to the public relative to these programs. The Division also develops programs for recruitment and technical training.

RCCE-290

Policy and Systems

Description: Information on the development of Canadian legislation covering Anti-Dumping, Countervail and Surtax; the development and review of systems and procedures relating to the application of these programs; liaison with other departments and other branches and divisions within the Department; training; foreign trade; and tax legislation. *Topics:* Legislation, policy and technical interpretation of Anti-Dumping, Countervail and Surtax programs; correspondence, minutes and documents covering departmental participation at General Agreement on Tariff and Trade (GATT) meetings on agreements to which Canada is a signatory; liaison and co-operation with other divisions and branches within the Department and with other departments; studies and reviews on trade and tax legislation of foreign countries; divisional reports on performance and the training program.

Countervail and Surtax Division

This Division is responsible for investigations into allegations of injuriously subsidized imports into Canada and enforces surtax orders from the Governor in Council and findings of the Anti-dumping Tribunal.

Definitions

Countervail - additional duty applied to goods subsidized by foreign governments or their agencies.

Surtax - additional tax assigned as a temporary measure to any goods deemed to cause injury to Canadian manufacturers by means other than dumping or subsidizing.

RCCE-300

Countervail and Surtax

Description: Information on the analysis of complaints of alleged injurious importation of subsidized goods, the possible requirement for imposition of a surtax, and the subsequent enforcement of Orders in Council and Anti-Dumping Tribunal findings. Enforcement includes the processing of refunds and appeals. *Topics:* Correspondence, document analysis and reports on countervail complaints; investigations and enforcement and reports on surtax Orders in Council; appeal and refund documents (by subject and specific commodity).

Anti-dumping Investigations Division

This Division is responsible for conducting investigations into allegations of injuriously dumped imports into Canada, for conducting major industry field studies by means of the surveillance program, and for enforcing the findings of the Anti-dumping Tribunal. The program is administered by three Sections which are assigned their authority on a geographic basis Americas, Europe, and the Pacific.

Dumping is the action of selling goods at a price which is below that at which they are normally sold on their home market, and is considered to be injurious to Canadian manufacturers.

Manuals

- Legislative Manual
- Logistics Manual
- Policy and Procedures Manual

RCCE-310

Anti-Dumping Investigations

Description: Information on the analysis of complaints of injurious dumping, the resulting investigations and the subsequent enforcement of the Anti-dumping Tribunal's findings. The enforcement segment includes the processing of refunds and appeals and studies arising as a result of the surveillance program. *Topics:* Original complaint; initial evaluation and investigation; detailed investigation - study of entry documents; enquiries to importers and exporters; determinations and working papers; submissions to the Anti-dumping Tribunal; appeal documents and enforcement procedures and monitoring techniques. *Retrievability:* Files are arranged by name of commodity.

Branch Services Directorate

This Directorate is responsible for providing the Branch with a foreign-based anti-dumping and investigative capability; representing the Department on specified international meetings; providing project management to projects which cross Directorate line functions, or are not identifiable to any program function; co-ordinating the Branch planning functions; and providing general support services to the Branch. It has two major segments: International Programs and Liaison Services, and Program Development and Support Services.

International Programs and Liaison Services Directorate

This Directorate is responsible for developing the Department's position on international trade and tariff matters, and on multilateral and bilateral trade negotiations; administering the Department's Visits and External Contacts Policy; and for servicing the investigative requirements of the Branch and other interests of the Department at Canadian missions abroad. These foreign offices provide direct contact with the peoples, businesses and governments of foreign countries as well as a local investigative arm to handle anti-dumping and valuation investigations on behalf of the headquarters divisions.

Manuals

- External Contacts Policy
- Procedures for Receiving Foreign Visitors
- Introduction to Foreign Offices
- Foreign Service Regulations

RCCE-320

International Representation - Trading Arrangements

Description: Information on dealings, negotiations, policies and positions with various international organizations. *Topics:* European Economic Communities (EEC); European Free Trade Association (EFTA); General Agreement on Tariffs and Trade (GATT); Multilateral Trade Negotiations (MTN); United Nations Conference on Trade and Development (UNCTAD); and others. *Retrievability:* General topics filed by subject; organizations by name; and trade negotiations by country.

RCCE-330

Foreign Offices

Description: Information on conducting anti-dumping and valuation investigations on behalf of headquarters line divisions, the management of external relations, and providing a direct liaison on customs tariff and customs facilitation matters, trade talks and negotiations. *Topics:* Determination of normal values, fair market values, export prices and tariff classifications of imported goods; Annual Country Assessment Review; external relations inspection services of Canadian missions abroad; consolidation of Canada's foreign service; and co-operation and liaison with officials of other countries; the Brussels European Economic Council; the Customs Co-operation Council; and other international bodies. *Retrievability:* Cases are filed by individual post and nature of investigation and are held by the Headquarters line divisions with the foreign offices retaining only the portion essential in the event of any follow-up investigation.

Program Development and Support Services Directorate

This Directorate is responsible for co-ordinating projects which cross Branch responsibilities, preparing briefing papers for senior management on Customs matters, developing new administrative procedures, processing and revising legislation, and managing Branch planning activities as well as the basic administrative functions for the Branch.

RCCE-340

Legislation and Statutory Instruments

Description: Information on the evaluation and revision of existing legislation, the development and drafting of new legislation, and the processing or amending of regulations, ministerial orders and other statutory instruments required by the Branch. *Topics:* Historical data on the present Customs Act; correspondence with departmental sources and other government departments; background information and supporting documentation; analysis of comments on the preparation of the revised Customs Act; requests for background information and rationale for new, amended or revoked Orders in Council; ministerial regulations; and other statutory instruments.

RCCE-350

Support Services

Description: Information on the management of the administrative functions for the Customs Programs Branch. *Topics:* Personnel; finance; accommodations; Branch planning activities; other administrative matters.

CEPACS Project

This unit is responsible for implementing the automated Cargo Control Entry Processing and Collection System (CEPACS) at designated terminal sites; for ensuring that the system can be used in production mode by means of test system updates and problem fixes; and for conducting a quality assurance study to ensure importers and brokers are aware of their document quality prior to CEPACS implementation. The unit also develops, maintains and controls system documentation.

Manuals

- Cargo Control Inventory User Manual Mark II
- Entry Processing User Manual
- Off-line Entry Processing User Manual
- National Contingency Plan

Revenue Canada-Customs and Excise

- CEPACS Operations Training Packages, Lesson Plans I - XI
- CEPACS Training Manual for Managers
- Customs Entry Coding Manual
- Transportation Manual
- System Functional Specifications
- Key Instructions: Manuals

Classes of Records

RCCE-360

CEPACS - Implementation

Description: Information on the implementation of the automated cargo control and CEPACS at designated terminal sites according to a scheduled plan. *Topics:* Regions fully implemented - Montreal (6 sites), Toronto (5 sites), Windsor (3 sites), Hamilton (1 site). Regions partially implemented (cargo control components of CEPACS only) - Hamilton (2 sites), Pacific (2 sites), London (1 site). Regions to be fully implemented - Pacific (2 sites), Hamilton (4 sites), Alberta (3 sites), London (2 sites), Saskatchewan (1 site), Atlantic (1 site), Winnipeg (2 sites), Ottawa (1 site), Quebec (1 site).

RCCE-370

CEPACS - System Testing

Description: Information on the testing group within the CEPACS Project which tests system updates, problem fixes, developments and enhancements to the system to ensure the production system is functioning well, and that changes have not affected other areas within the computer program. *Topics:* Various test packages to assess the different valid and invalid situations in the system's functional specifications - the Cargo Test Package, Entry Test Package, and others.

RCCE-380

CEPACS - Quality Assurance

Description: Information on the quality assurance study which is conducted prior to CEPACS implementation in a region to determine the level of document quality. *Topics:* B-3 entries - selected samples of entries of importers and brokers are input to the CEPACS system to determine the percentage of rejected documents. Cargo control documents - samples of rejected documents from transportation companies which are manually reviewed to identify errors and illegibility. Visits are then conducted with the importers, brokers and transportation companies to advise them of their errors that must be corrected prior to implementation.

Data Control Programs Division

This Division is responsible for controlling the entry and the release of commercial goods into Canada, the export of commercial goods from Canada, the conversion of manual systems to automated systems or changes to automated systems; for providing interpretation and clarification of policies, guidelines, instructions and procedures to the business community and appropriate field employers. The Division is divided into two sections: Release and Documentation Systems and Automated Systems Development Control.

Manuals

- Automotive Release and Entry Systems
- Provincial Liquor Control Board

- Automated Systems User Manuals
- Functional Specifications

Classes of Records

RCCE - 390

Data Control Programs

Description: Information on the conversion of manual systems to automated systems and to the systems development. *Topics:* Automated systems release; cargo on line, CEPACS; implementation-Montreal; file maintenance; port file; Import-Export Permits; Release Procedures Study; and automated systems - Australia. *Retrievability:* General topics filed by subject, country, or Region, etc.

RCCE-400

Release and Documentation Systems

Description: Information on Customs entry and release of commercial goods and related documentation; revenue accounting, Conditional Release System Project, export entries and invoicing. *Topics:* Warehousing entries; B-3 and B-8 entry documentation; site entries; amending entries; temporary entries; Canada Customs Invoice - Implementation; summary reporting.

RCCE-410

General

Description: Information on the overall functions of Data Control Programs (e.g. audits, co-operation and liaison, meetings, projects and reports). *Topics:* Commodity coding; contingency plans; Customs Act revision; CEPACS Review Committee; Co-operation with the Canadian Exporters Association; Dominion Chartered Customs House Brokers Association; Entry Documentation System Project.

Field Operations Branch

This Branch is responsible for operating the systems and procedures relating to the assessment and collection of import duties and taxes, and the examination and release of goods, persons and vehicles entering Canada. It is divided into twelve Regions each headed by a Regional Collector, and a Headquarters component entitled Field Support Directorate. Acts: Customs Act, Customs Tariff Act, and Anti-Dumping Act.

Customs Regional Operations

Through varying numbers of ports, outposts, reporting stations and enforcement officers, the Regions implement the various programs developed to control the international movement of people, goods and conveyances. They also provide a direct and convenient local contact for the public and business communities in providing the full range of Customs services. The regional offices are located in Halifax, Quebec City, Montreal, Ottawa, Toronto, Hamilton, London, Windsor, Winnipeg, Regina, Calgary and Vancouver.

Classes of Records

The following classes relate to actual documents and appraisal rulings that are unique to the individual Regions. This information cannot be found at Headquarters.

RCCE-420

Regional Tariff Programs and Appraisal

Description: Information on the actual application of the various programs under the Tariff Programs and Special Assessment Directorates, in areas such as: Tariff classification, Made in Canada status, value for duty, anti-dumping provision, ruling enforcement and import surveillance. *Topics:* Correspondence with importers, exporters, brokers, and other clients, who are requesting a ruling or final decision regarding the tariff classification or Made in Canada status of imported goods, and the value for duty of used goods; the enforcement of valuation rulings or anti-dumping provisions by monitoring all import entries for compliance with existing ruling and to verify the amount of duty and taxes which should have been collected. *Retrievability:* All entries are filed numerically. Correspondence filed by tariff item number, subject and commodity, or subject and name of importer or exporter at each regional office.

RCCE-430

Regional Drawbacks, Refunds and Remissions

Description: Information on remitting or adjusting duties and taxes by means of the drawbacks, refunds, and remission process in accordance with the programs developed by the Tariff Relief Division; conducting audits used to verify the use of goods, and the volume of goods re-exported in order to establish eligibility for Inward Processing Remissions. *Topics:* Surveys on specific industries pertaining to current manufacturing and marketing practices; background information required by the Interdepartmental Remission Committee; Standing Remission Orders; policies and directives on drawbacks, refunds, remissions, diversions, temporary entries, Canadian goods abroad, home consumption, etc. *Retrievability:* Claim forms requesting drawbacks, refunds or remissions filed by claim number at each regional office.

RCCE-440

Regional Field Operations

Description: Information on the application of the programs developed by the International Traffic Directorate and the Operational Services Division, which pertain to the control of the international movement of people, goods and conveyances; the collection of revenue; entry examination and control; detection of smuggling; operation of warehouses; control of the operation of all modes of transport; the licensing of Customs House Brokers; and the primary inspection services at all ports and outposts. *Topics:* Transportation documents on all modes of bonded carriers - their manifests, special conditions such as diversions, temporary entry, freight forwarding, etc.; cargo, carrier and warehouse control; seizure reports; powers of attorney; uncollectables - records of individuals, firms, etc.; Carrier Penalty Assessments; temporary entries; ship's registries; investigation case files; detention orders; cultural properties - export permits; and commodity code rulings. *Retrievability:* Bonded carriers are filed by mode of transport and alphabetically by company; warehouses are filed alphabetically by name and location; Customs House Brokers are filed alphabetically by name and cross-referenced by an assigned control number. N.B.: The written part of the Customs House Brokers examination is sent to Headquarters for marking and retention. A more complete file on each warehouse is retained in each Region.

Field Support Directorate

This Directorate is responsible for providing co-ordination and liaison between the Customs Programs and Field Operations Branches; for providing advice to the ADM, Field Operations on the use of field resources, and assessing the impact of new programs on these resources; for co-ordinating the specialized Intelligence and Investigation activities to ensure compliance with Customs and Excise and related laws governing the international movement of people, goods

and conveyances. The Directorate comprises three Divisions: Intelligence, Investigations, and Field Liaison.

Intelligence Division

This Division is responsible for directing the operation of the integrated intelligence system for Customs through co-operation with customs agencies of foreign countries and other international organizations, and with domestic law enforcement agencies at the federal, provincial and municipal levels. This information is used primarily to notify Customs officers of likely means of conveyance and methods of smuggling goods, and of individuals and companies who are suspected of or who have committed previous infractions.

Manuals

- Intelligence Officers' Manual
- Intelligence Officers' Training Manual
- Automated Intelligence Customs - Customs Intelligence Program Manual

RCCE-450

Customs Intelligence Data

Description: Information on establishing information exchange contacts and analysing and disseminating information on potential risk situations, modus operandi and other information on actual and potential violations. *Topics:* Criminal history (smuggling contraband); commodity information; demographic considerations; profiles of individuals, companies, and organizations considered to be high-risk possibilities; commodities considered likely to be smuggled; persons or companies suspected of being involved in smuggling or fraud; modus operandi, etc. *Storage Medium:* Automated Intelligence Customs Services System. *Retrievability:* Investigation case files filed alphabetically by name or individual, company or organization. Specific commodities filed numerically by commodity code or tariff classification.

Investigations Division

This Division is responsible for directing a program of audits and investigations of importer and transportation company activities for compliance or deterrent purposes in order to ensure conformity with, or to discover violations or fraudulent activities against the laws, acts or regulations administered or enforced by Customs and Excise in respect of goods imported into or exported from Canada. The Division provides the investigative capability to act upon information regarding alleged or known infractions obtained from various operational sources. It works very closely with the Intelligence Division.

Manuals

- Audit Manual
- Investigation Training Manual
- Investigations Operations Manual

RCCE-460

Audits and Investigations

Description: Information on audits and investigations into possible, alleged or known infractions against the Customs Act and other related acts. *Topics:* Schedule of audits; narrative reports on investigation cases; co-operation and liaison with foreign customs agencies; enforcement; informants; infractions and penalties; prosecutions and

proceedings; Sales and Excise Tax; seizures; tariff; vehicles, permits; and statistics. *Retrievability*: Investigation case files filed numerically and cross-indexed by name of individual or company.

Field Liaison Division

This Division is responsible for providing a support service to the ADM, Field Operations, and to regional line management in order to promote consistency of operational activities in the field, to provide for field input into policy and procedural development, and to serve as a catalyst for resolution of operational problems. This division consults with all other Branches to resolve operational problems and provides assistance in implementing new programs, reviewing audit observations, and monitoring field activities. It is divided into four sections primarily as a basis for emphasis or direction, not of sole purpose. The sections are: Commercial, Appraisal, International Traffic, and Operational Compliance.

RCCE-470 Field Liaison

Description: Information on appraising and measuring the effectiveness of regional operations; monitoring the operations of international airports and ports, including the Arctic and Northwest Territories; controlling the quality and effectiveness of systems, such as automotive release and entry and postal operations; monitoring field activities and identifying and recommending solutions to problems of enforcement and effectiveness; and investigating and answering complaints from the general public. *Topics*: Field liaison - general; automation; Automotive Release and Entry System; bonds and bonding; co-operation and liaison with other federal departments; enforcement; enforcement techniques - Detector Dog Program; field appraisal; international traffic; passenger traffic; legal procedures; monitoring; operations and procedures; projects; quality assurance; special events - Canada; special assessments; tariff - classification; valuations; training; operational complaints. *Retrievability*: Case files (alphabetical) by name of airport, region and dog, project, etc.

Operational Support Division

This Division is responsible for analyzing and evaluating the effectiveness and efficiency of field resource utilization and the effect of proposed changes in policy or procedures; developing and managing a comprehensive information system on all aspects of Customs Programs execution; administering the Customs' uniform program; and providing planning and administrative services for the Field Operations Branch.

Classes of Records

RCCE-480 Resource Analysis, Planning and Administration

Description: Information on the management of field resources, Branch planning and administrative functions. *Topics*: Personnel, finance, accommodations, Branch planning activities, etc.

Excise Branch

This Branch is responsible for the licensing of firms required to pay sales and Excise taxes and Excise duties; the supervision and control of the manufacture of products subject to Excise duties (beer, liquors, cigarettes, etc.), or where excisable goods are used in the manufacture of products (cosmetics, etc.); the determination of the classification and value of goods for establishing tax liability; the assessment and collection of sales and Excise taxes and Excise duties; the audit of books and records of firms licensed under the Excise Act and the

Excise Tax Act; and providing general direction to nine Regional Excise Offices. Acts: Excise Tax Act and Excise Act.

Excise Regional Operations

The nine Excise Regional Offices provide direct local contact for the public and the business communities with the Department; enforce legislation in the areas of assessment, collection, and refund of all Excise and sales taxes and duties; provide interpretation of rulings; perform licensee identification and investigations; conduct audits; and collect all monies owing. A Regional Office comprises the following sections: Collections, Excise Duty, Tax Interpretations, Audit and Compliance, Licensing and Administration. Regional Offices are located in the following cities: Halifax, Quebec, Montreal, Ottawa, Toronto, London, Winnipeg, Calgary and Vancouver.

Manuals

- Collections Policy and Procedures Manual
- Tax Interpretations Manual
- Excise Duty Policy and Procedures Manual
- Excise Duty Circulars
- Excise Tax Memoranda

Classes of Records

The following classes relate to actual documents, forms, licensee accounts, audit reports, and company records that are unique to the individual Regions. Most of this information cannot be found at Headquarters.

RCCE-490 Collections

Description: Information on the implementation of departmental policies and procedures for collection of duties and taxes, specific taxpayer accounts, accounting procedures and periods, statistical information for inclusion in annual reports and refunds of taxes paid. *Topics*: Tax rulings; collections made; applications for licence; internal instructions; account numbers; requisitions for cheques on notice to delinquents on arrears of Excise taxes; debits and credits by taxpayer name; Statistical files - outstanding arrears; fiscal year reports; summary of trial balances; permanent file of uncollectables federal sales and Excise tax returns (completed). *Retrievability*: Case file by licensee company name; ledger card file on debits and credits by taxpayer name.

RCCE-500 Duty

Description: Information on monitoring and auditing of licensee liable for excise duties under the Excise Act including licensee information, implementation of departmental operating procedures and directives under fields such as: breweries; wineries; bonded warehouses; distilleries; and tobacco. *Topics*: Tax rulings; licensing status; statement of production; Monthly Return of Excise Duty and Monthly Return of Licensed Bonded Manufacturer; Annual Inventory of Chemical Stills; general correspondence. *Retrievability*: Case file by licensee company name.

Revenue Canada-Customs and Excise

RCCE-510

Tax Interpretations

Description: Information on tax rulings issued in response to licensee requests. *Topics:* Taxable status of commodities; tax rulings letters; general correspondence. *Retrievability:* Filed by licensee company name.

RCCE-520

Audit and Compliance

Description: Information on the audit of taxpayers' books and records, compiling audit reports, implementing departmental operating procedures and policies, and providing audit information in response to taxpayers' requests and needs. *Topics:* Assessments; purchases; goods jobbed; goods manufactured; sales and marketing practices; audit reports; third party demands; general correspondence. *Retrievability:* Cases filed by licensee company.

RCCE-530

Licensing

Description: Information on the licensing of taxpayers under the Excise Tax Act and Excise Act. *Topics:* Tombstone data; licence application forms; credits owing; arrears; cancelled accounts; transfers; reversals; uncollectables; account numbers assigned; and information about licensee operations. *Retrievability:* Filed by company on computer tape.

Excise Operations Directorate

This Directorate is responsible for the interpretation and application of federal sales tax, Excise taxes and Excise duties; the implementing and monitoring of Excise Programs, Operational policy and procedures; the processing and settlement of statutory appeals against settlement; and the settlement of assessment and tax relief disputes. The Directorate comprises five divisions: Tax Interpretations, Audit and Compliance, Gasoline Tax Operations, Technical Support, and Special Operations.

Tax Interpretations Division

This Division is responsible for providing an information service to firms licensed under the Excise Tax Act and to the general public concerning the classification of goods and the determination of value for tax on such goods; for conducting surveys of specific industries to establish values on which manufacturers may account for tax; for identifying and licensing firms or persons as taxpayers under the Excise Tax Act; for resolving disputed assessments referred by the Regions; for ensuring overall consistency and uniformity in the issuance of policy setting rulings. The Division is responsible for interpretations casework, national uniformity, fair price and values surveys, field development and licensing.

Manuals

- Collections Policy and Procedures Manual
- Tax Interpretations Manual
- Excise Tax Memoranda

Classes of Records

RCCE-540

Interpretation Casework

Description: Information and research on complex tax rulings, cases

referred by the Regional Offices and the taxpaying public, and questions resulting from legislative policy changes such as budget resolutions and Ways and Means Motions. *Topics:* General correspondence from taxpayers; Customs Brokers; consultants and representative industries on specific tax rulings by commodity subject i.e., transportation equipment, aircraft, energy conservation equipment, foodstuffs, fuel, electricity, etc. EDP System: Index to tax rulings.

RCCE-550

National Uniformity

Description: Information on the monitoring and quality control of tax interpretation rulings, import entries and other tax information issued by the field. *Topics:* Ruling Card Index - developed from worksheets and copies of rulings from field offices. Import Entry Monitoring Monthly Report - results of tax interpretation monitoring of import entries ruling letters register; rulings issued from field monitored by quality control. *Retrievability:* Cards and copies of rulings filed by commodity code.

RCCE-560

Fair Price and Values Survey

Description: Information on investigations of individual companies for tax values of fair price purposes and survey reports on marketing or pricing of various industries. *Topics:* Values for tax; computation of tax; specific company files; specific commodities such as lumber, truck bodies, wines, etc.; background information on fair prices.

RCCE-570

Field Development

Description: Information on Branch training initiatives and programs relative to tax interpretations for both tax interpretations officers and auditors in the field and in Headquarters. *Topics:* Work Standards; Casework Procedures; Licence Investigation Procedures; Classification Factors.

Manual

- Tax Interpretations Procedures Manual

RCCE-580

Licensing

Description: Information on taxpayers under the Excise Tax Act and the Excise Act - from data received from the Excise Regional Offices. *Topics:* Licensee accounts from the Regions: new accounts, changes, transfers, cancellations, reversals, etc. Electronic Data Processing (EDP) System: All data received are input into the Excise Licensee Information System (ELIS). *Retrievability:* Recoverable from Weekly Production Reports.

Audit and Compliance Division

This Division is responsible for developing and implementing the operational procedures for the collection and audit of revenues assessed under the Excise Tax Act and Excise Act; for monitoring field activities in such areas as audit of taxpayers records, approval of claims for refund or remission of taxes and duties, collection of taxes and duties, and the control of goods subject to Excise duties (spirits, beer, tobacco products). The Division comprises Audit, Collections, Duty and Refunds.

Manuals

- Auditor's Manual
- Excise Duty Policy and Procedures

- Computer-assisted Audit Program
- Audit Procedures
- Collections Policy and Procedures
- Excise Duty Circulars

Classes of Records

RRCE-590 Excise Audit

Description: Information on the auditing of taxpayers' records, including audit reports, audit statistics, audit EDP programs, practices and methods, taxpayer inquiries and departmental operating procedures and policies. *Topics:* Policy directives to the Regions; commodity coding; refunds; Automated Responsive Audit Service Program; investigations; audit reports; licensee accounts and disputed assessments; duty audit programs on distilleries, breweries, wineries, bonded warehouse, etc. EDP Program: Automated Responsive Audit Service Program.

RCCE-600 Excise Collections

Description: Information on developing policies and procedures for collection of duties and taxes, specific taxpayer accounts, accounting procedures, accounting periods, and statistical information for inclusion in annual reports. *Topics:* Policy and procedures - legal; accounts; quality assurance; uncollectables; outstanding arrears; failure to file. EDP Systems: Excise Licensee Information System (ELIS) and Excise Licensee Information Reconciliation Programs on microfiche. *Retrievability:* Ledger cards on debit and credits of taxpayer accounts are filed at the appropriate field office by company.

RCCE-610 Excise Duty

Description: Information on the monitoring of licensees liable for Excise duties under the Excise Act; the application of Excise duty on alcohol, tobacco and tobacco products; warehousing of these products; the control of chemical stills; the application of alcoholometry; bonding of manufacturers; licensee information. *Topics:* Excise duty-general; alcohol and by-products; denatured alcohol; alcohol for fuel; beer and breweries; bonds; bonded carriers; distilleries; drawbacks and refunds of Excise Duty; druggists; exports; licences and permits; manufacturers in-bond; monitoring; samples for analysis; special Excise services charges; statistics; chemical stills; tobacco manufacturing; warehousing; weighing and measuring devices; wine and brandy; and labels for approval. *Retrievability:* Case files for breweries, distilleries, wineries, etc., filed alphabetically by company.

RCCE-620 Excise Refunds

All refund operations are handled by Gas Tax Operations. See Operational Refunds (RCCE-640).

Gasoline Tax Operations Division

This Division is responsible for developing and implementing the operational refund policy including the administration of Excise Tax on gasoline and subsequent refund operation procedures; detection and isolation of fraudulent claims; selection of high pay-off audits and provision of operational support to field units with respect to rejected claims; set off demands, and also fill maintenance requests. The Division comprises: Investigations, Operations - Refunds, Support Operations, EDP Systems - Gas Tax, and Post Screening - Gas Tax.

Manuals

- Gasoline Tax Manual
- Headquarters Procedural Manuals
- Gas Tax Directives

Classes of Records

RCCE-630 Investigations - Gas Tax

Description: Information on the investigation of fraud or potential fraud by refund claimants, the provision of functional guidance to field offices, and the provision of an EDP support system for the field and Headquarters. *Topics:* Investigation and audit; fraud cases; bulk purchases and permits; Gas Tax Regulations; policy letters - claimants' files; refund claims. EDP Systems: History files, audit reports, claims filed, cheque issuance, and the Gasoline Excise Tax System (claimant identification microfiche system).

RCCE-640 Operations - Refunds

Description: Information on the processing of Applications for Refund of Federal Excise Tax on Gasoline: data and statistical collection. All other refund claims for sales and Excise taxes are processed by the Gas Tax (see above), and filed at Regional Offices under Collections. *Topics:* First-time claimants; pre-audit, pre-screening and scanning of refund applications; automated data on claimant history, and cheque issuance. EDP Systems: All information retained on computer tapes. *Retrievability:* The applications are on microfilm while the originals are filed in the Archives by cheque number.

RCCE-650 Support Operations

Description: Information on the tracing of refund claims and cheques as well as EDP maintenance procedures. *Topics:* Tracing of refund claims and cheques; status of claims; and EDP Maintenance - Gasoline Excise Tax Systems. EDP Systems: All information held on computer tapes. *Retrievability:* Correspondence requesting status or resulting in tracing action is held on claimant's file. Filed alphabetically by name.

Manual

- Procedure Manual for Claim Tracing

RCCE-660 EDP Systems - Gas Tax

Description: Claimant history data including name, address, refund claim, investigative reports, and audit reports on the automated Gasoline Excise Tax System. *Topics:* Refunds; audits; claimant history; bulk purchase permit holders; case files and cheque issuance; Gasoline Excise Tax Systems. *Retrievability:* Information stored on computer tapes by name or claim number.

RCCE-670 Post-screening - Gas Tax

Description: Information on the verification of the eligibility for refund of existing claimants. *Topics:* Post-screening procedures; eligibility rulings; and questionnaires. Questionnaires in paper form are filed alphabetically by name. EDP System: All information stored on computer tapes.

Manual

- Post-screening manual on operating procedures

Excise Programs Directorate

This Directorate is responsible for developing and evaluating Branch legislation, regulations, remission orders, tax strategies and policy statements on the application of the Excise Act and Excise Tax Act. It also prepares Branch strategic plans; designs and evaluates programs carried out by the Regions and designs major systems enhancements and developmental projects. The Branch is divided into three Divisions: Excise Policy and Legislation, Excise Project Management, and Excise Program Development.

Legislation and Policy Division

This Division is responsible for preparing regulations under the Excise Tax Act and recommendations on the remission of sales and Excise tax duties. Legislation and Policy also recommends tax strategies to guide interpretive decisions on valuations and classifications under Branch-administered legislation; recommends actions regarding litigation under acts for which it is responsible; and researches and prepares recommendations for submission to the Department of Finance on existing and proposed legislation. The Division is divided into three major parts: Tax Strategy, Excise Legislation, and Excise Regulations and Remissions.

Manuals

- Litigation Procedural Manual
- Regulations and Remissions Manual

Classes of Records

RCCE-680

Legislation

Description: Information on aspects of existing or proposed legislation under study. *Topics:* Research on Air Transportation Tax; removal of tariff item numbers; marginal manufacturing; Natural Gas and Gas Liquids Tax.

RCCE-690

Regulations and Remissions

Description: Information on the development and amendment of Excise Regulations under the Excise Tax Act and Excise Act and recommendations on requests for remission of sales and Excise tax and duty. *Topics:* Construction materials; Aircraft Excise Tax; clothing and footwear exemptions; energy conservation equipment; Air Transportation Tax; Gasoline Excise Tax; petroleum products; Small Manufacturers Production Equipment Exemption; municipalities; 1976 Olympic Games; aircraft imported for demonstration; farm equipment transporters; septic tanks; James Bay Development Corporation; aviation gasoline; aircraft and parts used internationally.

RCCE-700

Tax Strategy - Appeals and Adjudications

Description: Information on the preparation of the departmental position in Tariff Board appeals and court cases. *Topics:* Correspondence which prompted the appeal; Departmental Position Reports; Tariff Board appeals; Federal Court cases; and research studies. *Retrievability:* Filed by subject and appeal number.

Project Management Division

This Division is responsible for developing and evaluating courses of action for the direction of major long-term projects and studies. It is also responsible for co-ordinating the activities of project teams assigned to these projects.

Note: Files from the other sections are used as background information for projects.

Manuals

- Audit Procedures Manual
- Duty Procedures Manual
- Tax Interpretations Procedures Manual

Program Development Division

This Division is responsible for developing and recommending strategic and operational plans to promote and measure compliance with Excise legislation; developing programs to be carried out by the Branch; and developing performance standards and evaluation techniques for measuring productivity of audit, collection, tax interpretations, duty and gasoline refund activities. The Division is divided into two sections: Audit Program Development and Compliance Program Development. It has no files at present.

Manual

- Audit Procedures Manual

Excise Technical Support Division

This Division is responsible for designing and implementing a national technical tax information system for the taxpaying community; offering precise interpretations and developments in rulings or legislation affecting tax or duty assessments; and publishing precedent-setting rulings and court judgements. In addition, it directs maintenance of a computerized tax roll and other branch electronic data processing systems. The Division comprises: Information Preparation; Ruling Card Maintenance; and Electronic Data Processing.

Manuals

- Technical Support Internal Manual
- Auditor's Manual
- Collections Policy and Procedures Manual

Classes of Records

RCCE-710

Information Preparation

Description: Information on the taxable status of goods, persons, institutions and others; and general inquiries from the taxpaying public, chartered accountants, associations and individuals. *Topics:* Taxable status - construction materials, equipment for buildings, construction equipment, health goods, processing materials, public hospitals, certified public institutions, municipalities; farm dealership arrangements. *Retrievability:* Cases filed by product, province, and name.

RCCE-720

Rulings

Description: Information on the eligibility of companies or commodities for exemption from sales or Excise taxes and duties; eligibility for refund in the form of rulings - precedent and policy setting; and Tariff Board decisions under such fields as manufacturers and producers, values for tax, refunds, conditional exemptions, conservation equipment, container and coverings, clothing and footwear, and other general commodity headings. *Topics:* Rulings (card file); automated index to the Excise Tax Information System (ETIS); background research from Regions (work-sheets).

RCCE-730

Electronic Data Processing

Description: Information on licensee accounts, types and data, and audit reports stored in the automated Excise Licensee Information System and the Responsive Audit and Service Program. *Topics:* Major commodity codes; licence name and type; account classification; type of ownership; and audit reports. *Retrievability:* All information retained on microfiche, computer tapes, and disks by subject.

Excise Special Operations Division

This Division is responsible for conducting national studies and surveys used to develop basis, values, factors or formulas for tax liability or refund, and to determine the appropriate level of the marketing process for establishing the value of goods; also for co-ordinating audits and investigations of major industries.

Classes of Records

RCCE-740

Surveys

Description: Information on national studies and surveys of various industries for Excise tax purposes. *Topics:* Annual recommendation reports (by product).

Planning and Administration Directorate

This Directorate is responsible for providing functional guidance for Branch planning, co-ordinating Branch operational performance measurement reporting system, providing secretariat service to the Assistant Deputy Minister and administration within the Branch. It is divided into three divisions: Planning Analysis, Planning Co-ordination, and Excise Secretariat.

Manual

- Performance Measurement Systems.

Classes of Records

RCCE-750

Planning Analysis

Description: Information on performance measurement for each Region; national reporting; and up-to-date reports of daily and monthly revenues collected for the Branch; Chief Activity Report to the Assistant Deputy Minister. *Topics:* Gross and net receivables from collections, reported on Analysis of Accounts Receivable Form and on Revenue Statistics and Supplementary Information Form; Chief Activity Report to the Assistant Deputy Minister; daily revenue collections by revenue code reported by Regions monthly on Domestic Excise Collections Form; Excise Duty Report from each distillery or brewery submitted by each Region monthly on Monthly Return - Excise Duty Form; Excise Branch Report, national roll-up of Performance Measurement System and general correspondence on Performance Measurement System; and Diplomatic Returns, a quarterly report filed on Excise Duty Entry Form.

RCCE-760

Planning Co-ordination

Description: Information on Branch workplan development, work-force planning submissions to personnel and other Branch planning projects. *Topics:* Multi-year operational plan; Branch operational plan; Branch program plan (Strategic Planning Submission); Branch equal opportunity for women plan; annual review; Assistant Deputy Minister's briefing book studies; resource analysis and review.

Overall Responsibilities

Revenue Canada Taxation assesses and collects individual and corporate income taxes under the Income Tax Acts of Canada and the provinces. It collects provincial income taxes from individuals for all provinces except Quebec and from corporations for all provinces except Quebec, Ontario and Alberta. It also collects contributions under the Canada Pension Plan and premiums under the Unemployment Insurance Act, 1971.

The Department's two main objectives are to collect taxes, Canada Pension Plan contributions and Unemployment Insurance premiums imposed under law by encouraging voluntary compliance and by deterring tax evasion and tax avoidance; and to maintain public confidence in the integrity of the tax system by administering tax and related legislation fairly, uniformly and courteously.

Canada operates a self-assessment income tax system under which its citizens individually calculate the taxes they must pay according to the law. The Department is responsible for verifying the accuracy of taxpayers' returns.

Taxation employees are charged with determining the real meaning of the law and applying its provisions fairly and impartially, so that all taxpayers are treated equally. They must ensure the law is applied uniformly in all regions of the country.

If a taxpayer feels the law is not being correctly applied, he can dispute his tax assessment through the Department's appeal system and, if appropriate, through the courts.

Organization

At Head Office there are three Assistant Deputy Ministers who preside over three Branches: Legislation, Policy and Systems, and Management Services. In addition, there are four Regional Assistant Deputy Ministers responsible for the direction of operations at the District Taxation Offices and Taxation Centres. The other Branches, headed by directors, are Appeals, Management Audit, Information Services and Decentralization Co-ordination. The seven Assistant Deputy Ministers and the directors of these branches report to the Deputy Minister, together with the Legal Adviser employed by the Department of Justice. The Deputy Minister also receives advice and counsel from the Director of Management Controls.

Information Services

Taxation recognizes that taxpayers can comply with the law only when they know what is expected of them. For this reason, the Department provides information and assistance to taxpayers in several ways. The most convenient point of contact is one of the 28 District Taxation Offices. District Office staff provide assistance and answer tax questions over the counter, by telephone and by correspondence.

Public Relations Officers

In each of the District Taxation Offices there is a permanent or part-time Public Relations Officer, depending on the size of the area served. The PRO is involved with most of the programs and services described below, working with the taxpaying public, community leaders and organizations, and local media.

Volunteer Program

The Volunteer Program aids taxpayers who cannot complete their

own returns because of age, ill health, language or other difficulty. District Office staff train community group representatives and other interested individuals to complete basic tax returns. These volunteers then assist others, free of charge.

Teaching Taxes

This program helps teachers at the secondary and community college level give basic tax instructions. Students learn to prepare accurate returns and also acquire a general knowledge of Canada's taxation system.

Publications and Forms

The Department produces a variety of publications and forms which are available free from the district taxation offices. They include inside Taxation, the annual review, which gives a broad overview of Revenue Canada's Taxation's philosophy, organization and operations. It also provides statistics and other detailed information. The Income Tax Guide, which accompanies each return, is the most important source of taxpayer information.

In addition, the Department publishes a variety of pamphlets dealing with specific aspects of taxation:

- An Introduction to Canadian Income Tax
- Income Tax and the Non-resident
- Income Tax and the Student
- Income Tax and the Senior Citizen
- Income Tax and the Single Parent
- Child Care Expenses
- Moving Expenses
- Registered Retirement Savings Plans
- Registered Home Ownership Savings Plans
- Income Tax and the Small Business
- Capital Gains and Valuation Day
- Income Tax and Commission Earnings
- Thinking of Retiring?
- Rental Income

There is also a series of topical information leaflets under the title You Were Asking:

- about Revenue Canada Taxation
- about income-averaging annuity contracts
- about interest on Canada Savings Bonds
- about your tax return
- about basic personal exemptions and deductions

Revenue Canada - Taxation

- about tax rates in Canada
- about where to find answers to your tax questions
- about the Child Tax Credit
- about Registered Retirement Income Funds
- about starting a business

Information Circulars, Interpretation Bulletins and Income Tax Rulings, issued as the occasion demands, deal with administrative matters and interpretations of the laws the Department administers. They are used primarily by accountants, lawyers and other tax specialists.

The Department publishes an in-depth analysis of tax returns called Taxation Statistics. The latest edition provides statistics for the 1980 taxation year and is available through Supply and Services Canada or from bookstores authorized to sell government publications.

Films

Revenue Canada Taxation has produced several films which are available in both official languages, and may be borrowed from local offices of the National Film Board. They include:

- The Sloane Affair (based on a fictitious case of tax evasion)
- Meet the Martins (a message about completing tax returns correctly)
- Tax is Not a Four Letter Word (an animated film about tax collection)

Tax: The Outcome of Income (about the historical evolution of Canadian income tax)

A Choice of Two (about corporate corruption and tax evasion)

Media Information

A wide range of tax information material is prepared for newspapers, radio and television each year. The Department provides tax columns and tax tips to both daily and weekly newspapers. Brief public service announcements giving answers to common taxpayer questions or information on changes in tax law are distributed to radio and television stations during the filing season.

Access Procedures

Normal access requests under The Access to Information Act will be directed to:

Access to Information Co-ordinator
3 Metcalfe Street, Room 200
Revenue Canada (Taxation)
Ottawa, Ontario
K1A 0L8
Telephone:
(613) 995-3883

Management Controls Division

The Division advises and counsels the Deputy Minister in all matters concerning the operation of the Department and its interaction with

central agencies and senior government control and accounting bodies; provides a consulting service to improve management practices and methods; designs, develops and implements a computerized departmental Management Information System; and provides technical and operational assistance. In addition, it plans, controls and evaluates national departmental Operational Audit programs to assist all members of management in the effective and economic discharge of their responsibilities; and provides District Office and Taxation Centre directors with independent analysis, appraisals and suggestions for improvement of their operations.

Manual

- Taxation Operations Manual Part 92 - Operational Audit

Classes of Records

RCT-10

Departmental Programs -

Description: Information on the analysis of coverage and results of all departmental programs, by comparing actual production and person-years used in budget; review of future person-year requirements and departmental strategies; authorization for conferences, meetings, seminars and field office visits; planning and co-ordination of departmental translation requirements. *Topics:* Liaison with Head Office division's on program results by comparison of budgeted to actual; statistical data analysis of areas such as dollars recovered by person-year, class and level of employee used in comparison to budget class and level, etc.; departmental future planning analysis; and conference, meeting, seminar and field office visit control and authorizations.

RCT-20

Central Agencies - Reports

Description: Information on central agency reports containing results obtained by monitoring departmental activities, analysis and feedback by the department on report content; information from other Head Office Divisions on report content affecting their areas of responsibility. *Topics:* Central agency reports outlining activities reviewed, agency findings and recommendations, and the Department's comments; and communications of general nature, with central agencies such as the Auditor General, Paperburden, Comptroller General, Privy Council and Impac Co-ordination.

RCT-30

Internal Consulting Services

Description: Information on studies designed to improve effectiveness, efficiency and economy of departmental operations. *Topics:* Internal consulting reports on telephone usage; statistical sampling in the department; cash and cheque depositing; general averaging.

RCT-40

Operational Audit Programs

Description: Information on Operational Audit policy and objectives, coverage, operating plans, monitoring, and reports of the audit activity. *Topics:* Organization structure of Operational Audit; forecasting, budgeting and monitoring of resource utilization; workload selection for Operational Audit; specific activities audited - overlimit refunds, mail security, incentive pay plan, name and address changes.

RCT-50

Management Information System

Description: Information on the development, implementation and monitoring of the Management Information System. *Topics:* Project development, implementation, progress reports, monitoring, and future plans.

Legislation Branch

The Branch comprises eight Divisions: two form the Corporate Rulings Directorate and two the Non-corporate Rulings and Publications Directorate, while the remaining four are Registration, Current Amendments, Regulations, and Provincial and International Relations.

This Branch is accountable for interpreting the Income Tax Act, the Canada Pension Plan, the Unemployment Insurance Act and the regulations stemming from them; issuing interpretative publications and giving interpretations and binding rulings to satisfy the needs of departmental staff and the taxpaying public; obtaining changes to the law to remove anomalies; ensuring that amendments to the law proposed by other departments can be administered, and that they reflect government policy; registering charities and deferred income plans and ensuring that they comply with the law; and administering agreements with other countries and the provinces.

Corporate Rulings Directorate

This Directorate is responsible for issuing authoritative advance income tax rulings and technical interpretations of the Income Tax Act; regulations and related legislation to all incorporated taxpayers; review of departmental returns and forms intended for corporations to ensure they conform with the Act; and the review and recommendation to accept or appeal adverse Tax Review Board and court decisions concerning corporate taxpayers which, if accepted, would result in significant change in interpretation of the law.

Specialty Corporations Rulings Division

This Division is concerned with certain corporate taxpayers involved in the mining, oil and forest industries, in finance, insurance, leasing and reorganizations. It provides replies to technical inquiries from these taxpayers, their advisers and the District Offices, and binding advance tax rulings, technical recommendations and interpretations on proposed assessments. The Division is also responsible for recommendations to accept or appeal adverse Tax Review Board and court decisions concerning these taxpayers and it provides technical reviews of publications and forms directed to them.

Corporate Rulings Division

This Division is concerned with certain corporate taxpayers involved in merchandising, manufacturing, construction, service industries, public utilities and exempt corporations. It provides replies to technical enquiries from these taxpayers, their advisers and the district offices, and binding advance tax rulings and technical recommendations on proposed assessments. The Division is also responsible for recommendations to accept or appeal adverse Tax Review Board and court decisions concerning these taxpayers and it provides technical reviews of publications and forms directed to them.

Non-Corporate Rulings and Publications Directorate

This Directorate is responsible for issuing authoritative advance income tax rulings and technical interpretations of the Income Tax Act, Regulations and related legislation to taxpayers other than corporations and to District Offices; technical reviews of departmental returns and forms intended for non-corporate taxpayers, to ensure they conform with the Act; the review and recommendation to accept or appeal adverse Tax Review Board and court decisions concerning non-corporate taxpayers which, if accepted, would result in significant change in interpretation of the law; preparation of all interpretation bulletins and published advance rulings and review of certain technical publications; provision of a general information and advice service

to District Offices and Taxation Centres (the **1-800-Hotline**); and chairing the Tax Remission Committee, under the provisions of the Finance Administration Act.

Non-Corporate Rulings Division

This Division is responsible for replies to technical enquiries, binding advance rulings and technical recommendations on proposed assessments concerning non-corporate taxpayers; the **1-800-Hotline** service to answer enquiries received from District Offices and Taxation Centres concerning all types of taxpayers; recommendations to accept or appeal adverse Tax Review Board and court decisions concerning non-corporate taxpayers; and technical reviews of returns and forms directed to them.

Publications Division

This Division prepares and revises Interpretation Bulletins, edited Published Advance Income Tax Rulings, Green Sheets, most Legislation Branch Letters and certain information circulars, all of which provide technical interpretations of income tax legislation to the public and departmental staff.

Classes of Records

RCT-60

Legislation Branch Letters - Research Material

Description: Information on interpretations of significant or problematic income tax matters; and copies of technically significant interpretations, rulings, legal opinions and position papers in connection with each Branch Letter issued to departmental staff. *Topics:* Technical interpretations, background information and intended effect on certain aspects of the Income Tax Act, Canada Pension Plan, Unemployment Insurance Act, reciprocal tax treaties, the income tax acts of agreeing provinces and related regulations.

RCT-70

Taxation Rulings

Description: Correspondence with taxpayers on matters related to interpretations of the Income Tax Act and Regulations, including copies of advance Income Tax rulings, requests for technical interpretations, etc. Special Access Notes: The files are broken down by topic, as listed in the Index to the Income Tax Act, Regulations and related legislation, e.g., —Income from office or employment.— There are presently 2,295 files. Correspondence is also filed chronologically by taxpayer's name or his or her representative.

RCT-80

Taxation Research

Description: Information on technically significant tax interpretations, income tax rulings, legal opinions, etc., in respect of specific sections of the Act, Regulations and other related legislation; files are included in the Taxation Rulings - Subject Matter Files. In many cases taxpayers involved are identified. *Topics:* Technical interpretations of the Income Tax Act, Regulations and related legislation by section, sub-section, etc.

Registration Division

This Division controls registration (for taxation purposes) of employees' pension plans, deferred profit-sharing plans, supplementary unemployment benefit plans, retirement savings plans, retirement income funds, home ownership savings plans, qualified investments and charitable organizations. It also controls the issue of certificates and letters of exemption to non-resident trusts or organizations and the filing of returns by agents of political parties and candidates.

Manuals

- Training Manual and Staff Memoranda
- Reference Files
- Classification Code Book - description of registered charities;
- Procedural Manuals - (PLEGE) computerized information pertaining to benefit plans and (CHORE) charitable organizations registration.

Classes of Records

RCT-90

Pension and Profit-sharing Plans

Description: Information on registration and approval of amendments to employees' pension plans (EPPs), deferred profit sharing plans (DPSPs), supplementary unemployment benefit plans (SUBPs), registered retirement savings plans (RRSPs), registered home ownership savings plans (RHOSPs), registered retirement income funds (RRIFs), qualified investments, approval of special payments to employee pension plans, and the development of forms and Information Circulars. *Topics:* EPPs, DPSPs, SUBPs, RRSPs, RHOSPs, RRIFs and qualified investments (contain letters to and from taxpayers); administrative and organizational practices for processing applications for registration and amendments to plans; instructions for completing style letters; instruction for completing computer transcripts for the PLEGE Program; development and amendment of forms and Information Circulars.

RCT-100

Charitable and Non-profit Organizations

Description: Information on the registration of charities and Canadian amateur athletic associations; review of information returns, special Ministerial approvals and designations; applications under the Canada-U.S. Reciprocal Tax Convention; submissions from educational institutions and universities both inside and outside Canada; and the development of forms and Information Circulars. *Topics:* Charities and amateur sports (contain correspondence with taxpayers, transcripts of court cases, etc.); directives on processing Applications for Registration; instructions for completing style letters; instructions for completing computer transcripts; development and amendment of forms and Information Circulars; returns of information on charitable organizations.

Current Amendments Division

This Division recommends amendments to the Income Tax Act to facilitate its administration by the Department, and reviews and advises on the administrative feasibility of all suggested amendments, including those proposed by the Department of Finance Canada.

Classes of Records

RCT-110

Proposed and Enacted Amendments

Description: Information on memoranda, discussion papers and other background material in connection with proposed amendments; confidential until each amendment is passed by Parliament. *Topics:* Correspondence and liaison memoranda with other divisions, the Department of Finance Canada and other government departments; subject matter files, by section of the Income Tax Act, containing all material related to a given amendment.

Regulations Division

This Division drafts new regulations as required by amendments to the Income Tax Act and specified parts of the Canada Pension Plan and the Unemployment Insurance Act, 1971; recommends improvements to existing regulations; and considers suggested changes to the regulations to ensure that they will be administratively feasible.

Classes of Records

RCT-120

Regulations

Description: Information on memoranda, discussion papers, correspondence and other background material relating to new (or amendments to existing) regulations; copies of Orders in Council and schedules thereto, submission letters and communications between the Minister and the Deputy Minister. *Topics:* Liaison with other divisions, departments or agencies; subject matter files, by part (of regulations) number, containing all materials related to amendment; chronological file containing master copies of all amendments and communications from Deputy Minister to Minister.

Provincial and International Relations Division

This Division provides internal and external advice on problems in provincial and international tax law, and obtains solutions to these problems; represents the Department at negotiations on tax treaties and international Social Security agreements, and at meetings on federal-provincial taxation problems; controls the exchange of confidential information between the department and provincial governments, territories or tax treaty partners; negotiates and reviews proposed solutions of competent authority cases involving double taxation as provided for in tax treaties; and researches proposed amendments to the law, treaties and provincial or territorial tax agreements involving international, non-resident and provincial legislation, to ensure that amendments proposed by other divisions and departments can be administered.

Manual

- Taxation Operations Manual, Part 90 - information on income tax conventions with foreign governments; touches on provincial matters

Classes of Records

RCT-130

Exchange of Information under Tax Treaties

Description: Files on requests between competent authorities for information on taxpayers who are required to assess taxes under the respective taxing statutes. *Topics:* Requests to and from foreign governments for specific taxpayer information; general information and correspondence on procedures followed; and interpretation of provisions in treaties.

RCT-140

Competent Authority Double Taxation Cases

Description: Information on the resolution of double taxation cases, where both parties to a treaty may be proposing to tax the same income or have already taxed it. An effort is made to resolve the problem between the two governments pursuant to the provisions in the treaty. *Topics:* A separate case file for each competent authority request.

RCT-150 Tax Treaty Files

Description: Information on the negotiation of all tax treaties, including all of the notes and minutes at negotiation meetings. *Topics:* Separate series of files for each set of negotiations with treaty countries and general files on the interpretation of treaties.

RCT-160 Other International Matters

Description: Information on relations with External Affairs Canada, other governments, domestic and foreign taxpayers, and international organizations, on matters not covered under other classes of records. *Topics:* Sovereign immunity and related problems; international joint audit programs; Commonwealth Association of Tax Administrators (CATA); Organization for Economic and Co-operative Development (OECD); and Centro Interamericano de Administradores Tributarios (CIAT).

RCT-170 Provincial Information

Description: Files on dealings with the Department of Finance Canada, provincial governments and other divisions within the department, on the administration and interpretation of the law, collection agreements and changes to provincial law. *Topics:* Exchanges of information with provinces on individual taxpayers; interpretation of federal and provincial income tax acts; provincial budget changes, proposed and enacted; interpretation and administration of collection agreements.

RCT-180 Changes to International Provisions of the Income Tax Act

Description: Information on recommendations for changes to various provisions of the Income Tax Act, e.g., provisions covering income of non-resident persons and shareholders of certain corporations not resident in Canada.

RCT-190 Social Security Agreements

Description: Information on the negotiation of social security agreements with Quebec and with foreign governments in conjunction with Health and Welfare Canada and implementation of these agreements.

Policy and Systems Branch

This Branch comprises the following three directorates: Verification and Collections, Compliance, and Systems. It works closely with District Offices and Taxation Centres on program matters and provides operational advice to the Regional Assistant Deputy Ministers.

The Branch is accountable for the formulation of national policy and programs governing collection of tax, Unemployment Insurance premiums and Canada Pension Plan contributions and the filing and assessing of returns; for compliance and enforcement programs; and design and operation of computer and manual processing systems. It is also responsible for communicating with, and accounting to the public and other government departments (as required by the federal and provincial income tax acts) on tax matters having to do with foreign tax agreements, the Canada Pension Plan, the Unemployment Insurance Act and other related statutes.

Verification and Collection Directorate

The Directorate is responsible for policies, national programs and techniques governing deductions at source for income tax, Canada

Pension Plan contributions and Unemployment Insurance premiums, and monthly and quarterly remittances made by corporations, trust companies and individuals. It is also responsible for policies on the assessment of income tax returns, the collection of taxes and the filing of returns. It is made up of the Assessing, Accounting and Collections, and Taxroll divisions.

Manuals

- Taxation Operations Manual contains - policy, guidelines procedures and logic, applicable to the following Divisions:
- Assessing - Parts 32, 39 to 44
- Taxroll - Parts 26, 27, 28, 29, 30, 31, 33, 34, and Corporation Manual 20
- Accounting and Collection - Parts 22, 23, 24, 25, 35, 36, 37, 54, 56, 57, 58, 64, 65, 66; Corporation Manuals 10, 40, 92 and 96; Data Centre Manuals 35, 56, 57 and 58
- All Divisions - Part 94, Rapid Communication System
- Taxation - Rapid Information for Districts

Assessing Division

The Division plans and directs national programs to assess T1 (individual), T2 (corporate), T3 (trust), and the petroleum and gas producers' income tax returns and to reassess returns as a result of post-assessing verifications and taxpayer-requested adjustments. It also provides a related information and enquiry service to the public.

Manuals

- Taxation Operations Manual, - Parts 32 and 39 to 44 - contain technical applications, policies and procedures for the assessment and re-assessment of returns, and related enquiry programs
- Public Information Reference Guide
- Petroleum and Gas Revenue Tax Manual

Classes of Records

RCT-200 Assessing Programs

Description: Information on program forecasts and budgets of assessing operations at Head Office, District Offices and Taxation Centres; development and implementation of work and quality standards, and production and resource-use systems; and review of field operations, organizational structures and job descriptions. *Topics:* Liaison with other departments and head office divisions; manpower resource allocation and utilization directives to field offices; budgets and programs — forecasts, allocations, results, evaluation and systems; organizational structures of district offices and taxation centres and related job descriptions.

RCT-210 T1 Individual Income Tax Returns

Description: Information on the planning, control and monitoring of T1 (individual income tax returns) assessment programs; systems, procedures and related policies designed to determine the accuracy of individual returns and to issue notices of assessment; and development of the content of the T1 Individual Tax Form and related schedules. *Topics:* Operational and administrative communications to and from

field offices, head office divisions and other departments; approval of form submitted by tax preparers and issuers of receipts; consultations and negotiations with provinces on administration of proposed legislation and on assessment of provincial taxes, rebates, royalties and credits for individuals; T1 initial assessment system — computerized and manual; directives to field offices on the interpretation of policies and procedures; reports evaluating field office assessments of T1 returns.

RCT-220

T1 Individual Income Tax Returns - Reassessment

Description: Information on the planning, control and monitoring of T1 individual income tax returns reassessment programs; systems, procedures and related policies for determining necessary adjustments to previously assessed individual tax returns and for issuing notices of reassessments. Adjustment may result from additional information submitted by taxpayers or from further verification of returns initiated by the Department. *Topics:* Operational and administrative communications with field offices and other head office divisions; T1 reassessment systems — computerized and manual; T1 compliance verification systems — computerized and manual; directives to field offices on interpretation of policies and procedures; reports evaluating field office reassessments of T1 returns; consultations and negotiations with provinces on verification of provincial taxes assessed, rebates, royalties and credits for individuals.

RCT-230

T2 (Corporate), T3 (Trust) and Petroleum and Gas Revenue Tax (PGRT) Assessment and Reassessment

Description: Information on the planning, control and monitoring of T2 (corporate tax returns) and T3 (trust tax returns) and P.G.R.T. (petroleum and gas revenue tax returns) policies designed to check the accuracy of corporation, trust income and petroleum and gas tax returns, determine adjustments required and issue notices of assessment or reassessment. *Topics:* T2 assessment and reassessment systems — computerized and manual; T3 and PGRT assessment and reassessment - manual system; T2, T3 and PGRT compliance (verification system) - computerized and manual; directives to field offices on the interpretation of policies and procedures; operational and administrative communications with field offices, head office divisions and other government departments; reports evaluating field office assessments and reassessments of T2 (corporate) and T3 (trust) returns; consultations and negotiations with provinces on the administration of proposed legislation and on the assessment and post-assessment verification of provincial taxes, rebates, royalties, and credits for corporations, trusts, and petroleum and gas producers.

RCT-240

Public Information and Enquiries

Description: Information on the planning, control and monitoring of information programs; servicing of enquiries on T1 (individual), T2 (corporation) and T3 (trust) income tax returns; and the publication of guides, circulars, booklets, etc., for use by the general public. *Topics:* Interpretations reporting requirements of the Income Tax Act, concerning for individuals, corporations and trusts; consultations with provinces on the content of information material concerning provincial taxes, rebates, royalties and credits, both for the public and for departmental use; reports evaluating field operations in the servicing of enquiries; publications; and operational and administrative communications between field operations and other head office divisions.

Accounting and Collections Division

This Division develops and directs departmental programs to collect federal and provincial income tax, non-resident tax, Canada Pension

Plan contributions, Unemployment Insurance premiums, and Petroleum and Gas Revenue and Royalty Tax; and develops administrative and enforcement policy and procedures for all deductions at source required under the Income Tax Act, the Canada Pension Plan and the Unemployment Insurance Act. This Division is also responsible for the control and processing of all payments to the Department, and departmental accounting procedures, as well as the calculation and assessment of interest charges and credits for all taxpayers.

Manuals

- Taxation Operations Manual, Parts 22, 23, 24, 25, 35, 36, 37, 54, 55, 56, 57, 58, 64, 65, 66
- Corporation Manuals, Parts 10, 40, 92 and 96
- Data Centre Manuals, Parts 24, 35, 56, 57 and 58 - contain policy, guidelines, techniques and procedures and logic
- Information Processing System (IPS) Manuals: Sorting and Numbering, Error Correction and Collecting and Shipping. (These manuals contain policy, guidelines, techniques, procedures and logic)

Classes of Records

RCT-250

Coverage Policy and Legislation

Description: Information on departmental policy and procedures in all areas pertaining to coverage under the Canada Pension Plan and Unemployment Insurance Act; research on CPP and UI legislation; and provisions of the Income Tax Act concerning source deductions, instalment payments and related regulations. *Topics:* Tax, pension and insurance payments; status of individuals and employers; records of earnings and employment (including reports on monitoring visits and statistics).

RCT-260

Source Deductions and Collections

Description: Information on the planning and development of work programs, budgets, forecasts, production reports, policies and procedures dealing with late or delinquent taxpayer accounts; the development of departmental internal and public forms and transcripts; monitoring procedures, techniques and statistical data; review of computer-based operational processing systems, including the Information Processing System (IPS); the development of administrative and enforcement policy and procedures for all deductions at source (manual or computerized). *Topics:* Collection cases (individual and corporate); data on prosecutions (failure to remit deductions at source); statistics (data on computer-based systems, e.g., Paydac, Cindac, Corpac); Auditor General queries; case law; demands for payments; taxability, pensionability and insurability; information processing system and verification of information returns; Source Deductions and Collection Programs; collections (general); federal acts affecting collection techniques (e.g., Bankruptcy Act, Bulk Sales Act, Bank Act, Employment Standards Act); collection and control of petroleum and gas revenue and royalty subject to tax; summary of remuneration paid (T4-T4A Return); return of amounts paid or credited to non-residents of Canada (NR4-NR4A Return); Information Return - Fisherman (T4F Return); return of allocations and payments under employee profit-sharing plan - (T4RSP).

RCT-270

Revenue Accounting and Control

Description: Information on the development and implementation of accounting and revenue-control systems for corporate, individual,

trust, resident and non-resident accounts; information contained in the general and subsidiary ledgers; systems and procedures for calculating and reporting interest; accounts receivable, including cash payments of tax, refunds and assessments; evaluation of programs; monitoring of operational units. *Topics:* Taxes, interest and penalties, refunds; interest and penalties (correspondence with individual taxpayers); payment of tax (correspondence with individual taxpayers); monitoring visit reports; computer operations, general (reports and source documents on processing of financial transactions); and matters pertaining to various aspects of operations.

RCT-280

Payroll Audit and Enforcement

Description: Information on payroll audit policy and procedures; operational and administrative guidance to field offices; monitoring statistics of non-resident tax audits, payroll audit enforcement and collection programs. *Topics:* Payroll audits (includes benefit, employment and income audits, regular payroll audits, non-resident tax audits and employment tax credit); withholding, remitting and reporting; monitoring of Source Deductions and Collections; uncollectible debt reviews; operations and administrative communications to field operations.

RCT-290

Technical Research and Enquiries

Description: Information on the technical application of interpretations regarding collection of income tax, Canada Pension Plan contributions, Unemployment Insurance premiums and non-resident tax remittances; and recommendations for legislative changes. *Topics:* Taxability, pensionability and insurability (allowances and benefits); projects and enquiries (specific projects undertaken and enquiries from the public); technical application of the Income Tax Act as it pertains to non-residents and of regulation 105 as it applies to non-residents rendering services in Canada under Part I of the Act.

Taxroll Division

This Division develops, implements and monitors national policies, procedures and systems for the enforcement of statutes governing filing requirements for income tax and third party information (T4, T5, T600, NR4), together with the related late and non-filer programs; and provides internal file access to all other operational areas of the department, to ensure that compliance with the law is attained.

Manuals

- Taxation Operations Manual, Parts 26-31, 33 and 34
- Corporation Manual CM20 (Systems procedures)

— Contain policy, guidelines, techniques and procedures for filing requirements, storage, retrieval and internal file service as well as enforcement programs dealing with all income tax returns and third party information returns

Classes of Records

RCT-300

File Maintenance, Service Programs and Procedures

Description: Information on the development and publication of guidelines for enforcing statutes governing filing requirements for income tax and third party information returns; processing of returns; related computer systems; storage and retrieval of returns; internal file service to District Offices and Taxation Centres; security of returns; and Canadian Human Rights Act (Part IV) procedures.

Topics: Individual Taxpayer Master file system (TAPMA), Corporation Master file system (CORPAC), non-resident tax accounting, Canada Pension Plan, record of earnings; filing requirements - special corporate and individual returns, trust information and income tax returns, Canadian Home Insulation Program (CHIP), cash bonus payments, Canada Savings Bonds, deferred income plan returns, conservation assistance program, and petroleum and gas producers tax returns; use of social insurance number; regionalization to Taxation Centres; taxpayer tracing; refund enquiries and tracing; public and internal forms review; and paperwork management (Paperburden).

RCT-310

Non-Filers or Late Tax Filers

Description: Information on computerized programs for action against delinquent taxpayers; the objectives, work, duties and responsibilities of the Identification and Compliance Unit; intradepartmental referral, selection and investigation of late and non-filers; special projects; matching third party information to income tax returns for the purpose of verifying income. *Topics:* Delinquent action — individuals and corporations; application of penalties for gross negligence (Sub-section 163(1) of the Income Tax Act); assessments raised by Revenue Canada Taxation — arbitrary, bankruptfilers, computerized delinquent action system (DELPAC) and manually maintained systems (TX50); prosecutions for failure to file income tax returns; special delinquency action projects; identification of non-filers and methods of obtaining compliance; and miscellaneous third party information sources.

RCT-320

Taxroll Programs

Description: Information on taxroll objectives, work programs, budgets and administrative policy, production reports, monitoring statistics, analysis of taxroll activity, long-term strategic planning and evaluation of taxation centre and district office Taxroll operations. *Topics:* Estimates and Budgets (Program Forecast), manpower utilization, signing authorities, workload planning and resource allocation, Taxroll head office strategic planning, functional audits, District Offices and Taxation Centres.

Compliance Directorate

This Directorate develops, implements and monitors national policies, procedures, systems and programs for the selection, audit, investigation and review of tax returns in the corporate, trust and self-employed sectors of the economy to ensure the highest degree of taxpayer compliance and enforcement of tax laws. The Directorate comprises the Audit Programs, Specialized Audit, Special Investigations, Audit Review and Economic Intelligence Divisions.

Manual

- Taxation Operations Manual, Parts 10-16 - contains policy and procedures for audit and enforcement functions

Audit Programs Division

This Division plans, controls and evaluates national audit programs; develops computerized systems for determining audit workload and selecting files for audit; evaluates District Office operations; and provides technical and operational assistance to field staff involved with the audit of corporations, trusts and self-employed individuals.

Manual

- Taxation Operations Manual, Parts 10, 12 and 16 - contains file

selection, technical application and program evaluation criteria, guidelines and procedures for the audit function

guidelines, techniques and procedures for conducting audits and projects

- Special Handbooks on Audit Techniques, Income Tax and the Group Head Function

Classes of Records

RCT-370

Audit Research

Description: Information on the development and publication of guidelines on techniques used to audit individuals, trusts, plans, business operations and specialized industries; computer-assisted audit programs; national compliance project activity and case files; and simultaneous, industry-wide and large file audit programs. *Topics:* Statistics on and audit techniques for compliance projects; tax statistics and corporate histories of public corporations; audit techniques for small, medium and large businesses; studies of specific industries; industry-wide tax audits; international joint audit programs; inter-company pricing referrals; industry specialist program; statistical sampling techniques for use in tax audits; computer-assisted audit techniques for and statistics on audits of large corporations (sales in excess of \$25 million).

RCT-380

Tax Avoidance

Description: Information on the objectives, work, duties and responsibilities of the tax avoidance section; tax avoidance schemes and arrangements; the referral, selection, investigation and appeal of cases; case material; and jurisprudence arising from case trials. *Topics:* Tax avoidance schemes; rejected referrals; 85B reserves; offshore companies; inter vivos trusts; motion picture films; videotapes; leverage leasing; oil industry financing; income splitting; loss companies; cattle feeding operations; dividend stripping; transfer pricing; developers agencies; and control from Canadian resident to non-resident; Registered Retirement Savings Plans (RRSPs); interest income and dividends; offshore insurance tax havens; professional sports; commissions to non-resident agents; management and personal corporations; Multi-Unit Residential Buildings (MURBs); service companies; and foreign affiliates.

Special Investigations Division

This Division develops and implements national policy and objectives; and plans, controls and evaluates field programs and projects for the detection, investigation and criminal prosecution of violations of the Income Tax Act, Canada Pension Act, Unemployment Insurance Act and various provincial statutes.

Manual

- Taxation Operations Manual, Part 11 - contains policy, guidelines and procedures for the enforcement of tax laws

Classes of Records

RCT-390

Policy Formulation and Programs Review

Description: Information on Special Investigations policy, objectives, coverage and work programs; production reports; statistical analysis of Special Investigations activity and evaluation of district office operations. *Topics:* Liaison with other departments, Head Office divisions and District Office information and measurement systems; policy formulation and revision; Special Investigations evaluation; results and statistics; and production control.

Classes of Records

RCT-330

Audit Programs

Description: Information on audit objectives, coverage, work programs, budgets and administrative policy, production reports, monitoring statistics, analysis of audit activity and evaluation of District Office audit operations. *Topics:* Liaison with other Head Office divisions and District Offices; agreements and arrangements with the provinces and other countries; audit-general (policy and programs); audit-evaluation, results and statistics; compliance measurement system; computer output and audit results reporting (T2S system); and production control.

RCT-340

Audit File Selection

Description: Information on the planning and control of national audit file selection programs; computer-based audit selection systems (Comscreen); computerized audit reporting systems; program tests in District Offices and assistance provided to audit on computer applications. *Topics:* File selection-general data and non-computerized selection of audit files system; Comscreen (computerized selection or screening of audit files) system; Comscreen in District Offices; Comscreen methods and systems development and ongoing audit projects; Comscreen scoring and screening analysis; and Comscreen transcription.

RCT-350

Technical Applications and Operations

Description: Information on audit policy and procedures; the technical application of interpretations of the Income Tax Act and Regulations; and departmental policy affecting the audit of income tax returns of corporations, trusts and self-employed individuals. *Topics:* Specific applications governing the reporting of revenue, costs, expenses and allowances by corporate and unincorporated businesses; and operational and administrative communications to field operations.

RCT-360

Business Equity Valuations and Real Estate Appraisals

Description: Information on valuation and appraisal policy, procedures, budgets, work programs and technical operational and administrative guidance to field offices. *Topics:* Miscellaneous programs and special projects; administrative and operational practices pertaining to file selections, review, appeals tax calculations etc.; real estate operational and financial data for consideration in certain applications, including various landbanks; the technical application of interpretations relating to valuation, appraisal, estate tax and succession duties for individual cases; and provincial assessment information.

Specialized Audit Division

This Division develops and implements national policy, procedures and programs on the publication of audit techniques, computer-assisted audits and audits of a highly specialized and technical nature; as well, it co-ordinates and monitors national compliance projects in order to detect and challenge tax avoidance schemes.

Manuals

- Taxation Operations Manual, Parts 14 and 15 - contains policy,

RCT-400

Staff Development and Communications

Description: Information on the technical training for criminal investigations; communications on policy and procedural instructions. *Topics:* Liaison with government departments, Head Office divisions and District Offices; technical training in criminal investigation; directives, releases and bulletins.

RCT-410

Investigations

Description: Information on technical assistance to district offices on Special Investigations; case development and file review; search warrant requests; compliance projects; and organized crime operations. *Topics:* Liaison with provincial and foreign governments, federal departments, Head Office divisions and District Offices; case files and reports; co-ordination of Special Investigation projects; search authority and retention orders; voluntary disclosures and informants' tax leads, financial information (in District Offices) on criminal and illegal activities.

RCT-420

Judicial Processes

Description: Information on legal guidance in preparation of cases for court, case library, legal interpretations, and jurisprudence arising from trials. *Topics:* Liaison with District Offices and the Department of Justice Canada, court rulings and judgments, legal interpretations, review of cases, court hearings and Commissions.

Audit Review Division

This Division deals with the review of completed audits in the District Offices; and develops, implements and monitors evaluation programs designed to ensure uniform application of the Income Tax Act, Regulations and departmental policies.

Manual

- Taxation Operations Manual, Part 13 - contains review, evaluation and file processing criteria, guidelines and procedures

Classes of Records

RCT-430

Special Studies

Description: Information on special studies (projects) undertaken to monitor income tax returns assessed in the District Offices, and thus ensure uniform application of the law and departmental policies and procedures. *Topics:* Application of selected sections of the Income Tax Act (such as shareholder transactions, penalty applications, partnerships and capital gains and losses); evaluation of audit projects undertaken by the Audit Division concerning application of the law; quality of audit studies on more complex corporations; evaluation of audits performed on charitable organizations; analysis of audit techniques used by District Office auditors; evaluation of audit review procedures for tax returns assessed in District Offices; and analysis of delays in processing adjustments.

RCT-440

Head Office Sortation and Review of Auditors' Reports

Description: Information on reviews of auditors' reports, designed to monitor reassessments and identify those which are not consistent with the law and departmental policy. *Topics:* Analysis of T20 auditor's reports and communications reporting results of the analysis of auditors' reports.

RCT-450

Audit Review Work Programs

Description: Information on the monitoring of the activities of District Office Audit Review Sections; *Topics:* Copies of monthly production reports (originals are maintained in the District Offices); communications with District Offices on problems or comments in monthly production reports; annual budget programs; reports dealing with District Office visits to monitor the activities of the Audit Review section; and inventory charts of unprocessed files.

RCT-460

Inquiries

Description: Information on inquiries, by Section of the Income Tax Act, received from District Offices and taxpayers.

Economic Intelligence Division

This Division gathers, analyses, evaluates and stores current economic information pertinent to the development of effective audit programs for the enforcement of the Income Tax Act and disseminates this information to audit and enforcement staff.

Manual

- Taxation Operations Manual

Classes of Records

RCT-470

Intelligence Network Information Bank

Description: Information on sources and communication channels pertinent to the enforcement of the Income Tax Act; and business and tax trends. *Topics:* Contacts and sources; current and proposed changes to tax laws in Canada and other countries; economic information - publications, statistical analyses, reports from contacts and intelligence officers; requests for information from Head Office, District Offices and outside agencies.

Systems Directorate

The Systems Directorate is responsible for the data processing equipment and systems, procedures, operation and statistical analysis activities of the Department, including some services provided to other federal departments and levels of government. It develops and maintains these systems in support of departmental programs and operates the main computer installation and associated communication networks. This organization comprises the Tax Systems, Computer Services, Information Systems and Statistical Services Divisions and the EDP Financial and Administrative Services unit which looks after all EDP requirements.

Manual

- Taxation Electronic Data Processing (EDP) Systems Guide Program Run Manuals and operations procedures manuals applicable to each Division within the Directorate

Classes of Records

RCT-480

Electronic Data Processing Requirements

Description: Information on the co-ordination of the planning efforts

of the Systems Directorate; the procurement of departmental EDP equipment; and the provision of EDP-related training to programmers, analysts, and computer operators. *Topics:* Data Capture and Enquiry devices management systems; directorate planning; systems requirements; form administration; training policy and arrangements in general; departmental training; external training; in-house training; supplier contracts; and supplier correspondence.

Tax Systems Division

This Division is responsible for the implementation and maintenance of EDP systems and procedures which process data extracted from tax returns; the provision of documentation and operating instructions for them; the development of standards and guidelines for program development; and the maintenance of functions, including analysis, design, testing, quality assurance and proper response to problems. The Division is also responsible for the provision of similar systems services to certain other federal departments and levels of government.

Manuals

- Program Run Manuals for each of the systems under the responsibility of this Division - contain narrative and graphic description of the system as well as operating instructions
- Electronic Data Processing Guide - EDP standards and procedures, including technical information, conventions, configurations, etc.
- Vendor Manuals, Books - technical publications from hardware and software vendors, such as IBM, Univac and Cullinane

Classes of Records

RCT-490

T1 (Individual Income Tax Return) Processing

Description: Information on the development, implementation and maintenance of EDP systems and procedures designed to determine the accuracy of T1 returns and related schedules initially submitted by taxpayers and of adjustments resulting from additional information supplied by the taxpayer or from verifications initiated by the Department; and on the issuing of notices of assessment or reassessment. *Topics:* Operational and administrative communications with various Head Office divisions which have functional authority for the systems developed for them; computerized and manual T1 initial assessment, reassessment and compliance verification systems; Direct Data Entry (DDE); Taxpayer Master File and Identification System (TAPMA); Collection and Individual Accounting System (CIN-DAC); Financial Input Processing (FIP); matching discrepancy file slips.

RCT-500

Accounting and T2 (Corporate Tax Return) Processing

Description: Information on the development, implementation, and maintenance of all departmental EDP accounting systems and procedures as well as T2 corporation tax return and gasoline excise tax return processing. *Topics:* Operational and administrative communications with the various Head Office divisions which have functional authority over the systems developed for them; computerized and manual (PAYDAC) deductions at source from individuals for income tax, Canada Pension Plan and Unemployment Insurance; computerized and manual quarterly tax remittances from both individuals and corporations and collection action on tax owing; and initial assessment and reassessment of corporation tax returns (T2 Corporation Master File).

Computer Services Division

This Division operates and develops the Department's central computer installation and associated national communications networks. It also provides functional direction on matters related to data processing operations to the District Offices and Taxation Centres.

Manuals

- Computer Operations Manual - prepared locally: administrative procedures for the various forms used in the operation of the computers and distribution of output, and computer operator instructions for operating the computers of network communications, and security procedures
- Taxation Centre Computer Operations Manuals - operating and administrative procedures for operating the computer equipment at the Taxation Centres
- Computer Manuals - supplied by the manufacturer: technical information relating to equipment, programming, software, etc.

Classes of Records

RCT-510

Computer Operations

Description: Information on computer hardware (the various computer components), software (the programs which allow the computer to operate), operation of computer equipment and the administrative procedures used within the Division. *Topics:* Procedure manuals for data control, tape library, computer room security, scheduling, computer operations (administrative), Univac operations, computer output microfilm operations, Taxation Centre computer operations, production control and IBM/Amdhal - operations and technical reference manuals (manufacturer).

Information Systems Division

This Division is responsible for the implementation and maintenance of EDP systems and procedures for the processing of administrative information for the Department; design and administration of departmental databases; provision of documentation and operating instructions; development of standards and guidelines for program development and maintenance functions, including analysis, designs, testing, quality assurance and proper responses to problems; development and operation of an Information Centre of EDP staff to facilitate user access to data; and the provision of similar systems services to certain other federal departments and levels of government.

Manuals

- Electronic Data Processing Systems Guide - programming standards and procedures sections; specific naming conventions, authorizations, structured techniques and the use of utility programs
- Technical Memos - instructions for use of software and hardware: from an informal, chronological collection, some of which is in text form on a computer file, or shorter term technical guidelines
- Vendor Manuals, Books - the principal working references which are technical publications from publishers or from hardware and software vendors such as IBM, UNIVAC and Cullinane

Classes of Records

RCT-520

T1 (Individual Income Tax Return) Databases

Description: Documentation in the form of database schemas, models and descriptions, applicable to databases for T1 individual income tax return processing systems, financial input processing, and RAPID databases, as well as online programs, technical and quality assurance records. *Topics:* Direct Data Entry (DDE) systems; Financial Input Processing (FIP); Rapid Information for Districts/RAPID/database; database administration; quality assurance; common facilities; and miscellaneous other programs.

RCT-530

General Sector and Information Centre

Description: Documentation of several taxation data and information processing systems and the Information Centre, as well as technical programming standards and guidelines, principally in the form of program listings and run books intended to support maintenance and operation. *Topics:* Information Processing System (IPS) - T4 Data Capture; RAPID - enquiry programs for field office to online tax data; Infocentre - development project to facilitate end-user access to data; Technical Services - use of programming techniques and utilities, operational record of file backups, library changes and mass storage requirements; and Special Projects - miscellaneous other systems and programs.

RCT-540

Information Systems

Description: Information on the development, implementation and maintenance of a wide range of departmental information and administrative EDP systems (mainly statistical) which are intended to enhance management effectiveness; and a system to give field personnel direct on-line access to computer-based accounting, assessment and personnel files. *Topics:* Operational and administrative communications to and from the various Head Office divisions which have functional authority over the systems developed for them; computerized and manual management information systems; personnel and leave systems; gas tax rebate system; also T4 and other information slip systems.

Statistical Services Division

This Division provides aggregated statistical information compiled from income tax returns, for wide use by policy and program analysts in both the public and private sectors; technical support to the Department in the area of statistics; a forecasting service in support of departmental planning activities; in addition, it develops mathematical models for use in policy analysis. This Division is also responsible for ways to generate information on non-compliance with tax laws in various segments of the Canadian population; the development of information systems and optimization models for departmental program planning, evaluation and control; and operations research studies and computer simulations to optimize the use of human and financial resources in certain departmental operations.

Manuals

- Taxation Operations Manual, Part 07 - contains clerical instructions for collecting information about taxpayers from individual returns for statistical tabulation and modelling purposes
- Taxation Operations Manual, Part 10 - contains procedures to control the audit of the compliance measurement sample files

- Corporation Transcription Manual - contains instructions for collecting tax file information from corporation tax returns for statistical tabulation and modelling purposes
- Individual Tax Model Operations Manual - contains instructions for operating the individual Tax Model processing simulator
- Systems for Planning Resources in Taxation (SPRINT) User's Manual - explains how to use the computer system to allocate resources
- CMS Procedure Manuals - contain procedures to control work performed on compliance measurement sample files; special investigation, appeals, audit review, payroll audit and matching procedures

Classes of Records

RCT-550

Mathematical Tax Models - Operation and Control

Description: Information on the objectives, work, duties, and responsibilities of the various tax model work groups; tax model sample selection schemes; computer database files and record layout; computer program documentation; computer simulation system documentation; and data transcription instructions. *Topics:* Administrative workload and processing model; tax return processing, personal taxation and corporation taxation simulation models; transcription instructions; techniques to prevent release of identifiable taxpayer information; corporate, individual and family database files; operational computer programs; and sampling techniques.

RCT-560

Statistics - Operation, Control and Release of Data

Description: Information on the objectives, work, duties and responsibilities of the various work groups tabulating statistics; computer program documentation and design; sample designs, data transcription techniques and instructions; database files and record layouts; requests for and releases of data; and data tabulations. *Topics:* Statistics on individuals by age, sex, occupation, and geographical region; corporation income statistics; trust and charitable organizations statistics; requests for and releases of statistical information by source, personal, corporation, and family sample files; statistical sample designs for collecting statistics listed above; listings of agencies legally entitled to taxation data; releases of taxation data to federal and provincial agencies; monthly and quarterly tax collection and tax filing reports; and internal administrative statistics on assessments, audits, and post-assessing projects.

RCT-570

Statistical Services to the Department

Description: Information on forecasts of expected filing patterns of individual, corporate and trust income tax returns; statistical schemes and consulting services provided to divisions in the Department. *Topics:* Mobility studies of tax filers and related research; consulting and statistical services provided to the Department; forecasts of various workload indicators.

Classes of Records

RCT-580

Compliance Measurement System and Resource Allocation

Description: Information on the development, objectives, organization and procedures for the compliance measurement system; sample design, selection criteria, data capture methods, systems analysis, design and programming specifications for the generation and recovery of random samples; analysis specifications and research methods

used to evaluate samples; the details of relevant operations for documentation; analysis, design, programming specifications, data files and computer programs for the resource allocations system (SPRINT). *Topics:* Audit non-compliance measurement system; verification and collection non-compliance measurement system; non-filer studies; non-compliance measures using national accounts and macro-economic data; and data files for samples of all operations.

RCT-590

Operations Research Studies

Description: Information on research studies - for each, a statement of the problem, approach and the mathematical and operations research techniques involved; a summary of data requirements, design and procedures; the system analysis, design and programming documentation to process the data; and the data analysis, reports, data files and correspondence produced. *Topics:* Planning process, effectiveness, work optimization, workload and file selection, profile analysis, and trend analysis studies.

Appeals Branch

The Appeals Branch establishes policy and guidelines for the disposition of notices of objection and the determination of questions and appeals under the Canada Pension Plan and Unemployment Insurance Act. Specifically, it plans, organizes, directs, implements and controls national programs for consideration and disposal of objections to assessments under the Income Tax Act, and for determination of a question under the Unemployment Insurance Act and the Canada Pension Plan. The Branch instructs the Department of Justice Canada on the conducting appeals to the Unemployment Insurance Umpire, the Pension Appeal Board, the Tax Review Board, the Federal Court and the Supreme Court. The appeals activity is kept separate from audit work. The Department recognizes that to be equitable and objective, the officers who exercise the appeals function should not be those who were responsible for the original assessments.

The Appeals Branch comprises the Programs and Quality Review Division, the Appeals and Referrals Division, and the Canada Pension Plan and Unemployment Insurance (CPP/UI) Determination and Appeals Division.

Manual

- Taxation Operations Manual, Part 70 - contains policies and procedures for consideration and disposal of objections and for the conduct of appeals

Programs and Quality Review Division

This Division plans, organizes, directs and controls a national program for consideration and disposal of objections to assessments under the Income Tax Act, and for the conduct of appeals to the Tax Review Board; plans and monitors national programs for the determination of a question under the Unemployment Insurance Act and the Canada Pension Plan and for the conduct of appeals to the Unemployment Insurance Umpire, the Pension Appeal Board, the Tax Review Board, the Federal Court and the Supreme Court.

Manuals

- Taxation Operations Manual, Part 70
 - Chapter 7010, Appeals Branch policies
 - Chapter 7020, District Office Appeals Division procedures

- Chapter 7030, Designated Appeals Offices procedures (Tax Review Board cases)

- Chapter 7050, District Office Appeals Divisions form letters

- Chapter 7060, Head Office registration and clerical services procedures

- New Appeals Officers' Handbook (training)

- T2008A Binder - instructions for issuing the Minister's Notification of Confirmation

Classes of Records

RCT-600

Programs Management

Description: Information on policies, procedures, budgets, work programs, statistical controls, monitoring and evaluation of district office Appeals Divisions. *Topics:* Program and activity structure; delegation of authority; communications to field offices; work programs; training; budgets; work flow studies; registration of incoming objections; forms and form letters; statistics on intake, production, seminars, conferences and meetings, workload and resources, program performance evaluations, and projects.

Appeals and Referrals Division

This Division provides assistance to district office Appeals Divisions in the consideration and disposal of objections; instructs the Department of Justice Canada on the conduct of appeals to the Tax Review Board (Ottawa Region), the Federal Court and the Supreme Court; and reviews adverse court decisions to determine if they should be appealed to a higher court.

Classes of Records

RCT-610

Referrals - Objections

Description: Information on the research and resolution of technical and complex matters referred by district office Appeals Divisions; procedural instructions; projects; and statistics on intake, production and workload. *Topics:* Procedural instructions; analyses of incoming objections; individual income tax returns; corporation and trust income tax returns; projects on objections concerning similar issues; adverse decisions; and statistics.

RCT-620

Appeals and Adverse Decisions

Description: Information on instructions and assistance to the Department of Justice Canada on the conduct of Appeals to the courts; consideration of adverse decisions; procedural instructions; and statistics on intake, production and workload. *Topics:* Procedural instructions; analyses of incoming objections; individual income tax returns; corporation and trust income tax returns; projects on objections concerning similar issues; adverse decisions; and statistics.

CPP-UI Determination and Appeals Division

This Division determines the Department's position on application for determination of a question under the Unemployment Insurance Act and the Canada Pension Plan, and reconsiders income tax assessments under objection in related matters. It also instructs the Department of Justice Canada on the conduct of appeals to the Unemployment Insurance Umpire, the Pension Appeal Board, the Tax Review Board,

the Federal Court and the Supreme Court; and reviews adverse decisions to determine whether they should be appealed to a higher court.

Classes of Records

RCT-630

Determination of a Question

Description: Information on the consideration of questions regarding the insurability, amount and payment of contributions or premiums by employees, assessments payable by employers, etc., the resulting recommendations, and issue of the Minister's decision to the interested parties; issue of policy and procedural instructions for Headquarters and field office staff; and statistics. *Topics:* Application register; determination of a question — insurable employment, CPP-UI; policy and procedural instructions for all staff; statistics.

RCT-640

Appeals and Adverse Decisions

Description: Information on instructions and assistance to the Department of Justice Canada on the conduct of appeals; consideration of adverse decisions; and procedural instructions and statistics. *Topics:* UI Umpire appeals; Pension Appeal Board appeals; Tax Review Board Appeals; Federal Court appeals.

Management Audit Branch

The Branch conducts an independent appraisal for the Deputy Minister of all departmental activities, provides objective analyses and makes recommendations to all levels of management on the activities reviewed. This enables the Department to evaluate the uniformity of the application of its policies, programs and procedures in all Revenue Canada Taxation offices, as well as to assess the effectiveness of security measures for the protection of federal funds, property and the confidentiality of information. The function of this Branch thus includes program evaluations to assess the continued relevance, impact and effectiveness of all departmental programs; and audits which analyze and investigate the efficiency of all areas of departmental operations.

Manuals

- Taxation Operations Manual, Part 08 - contains policy and procedures for internal audit activities
- Staff Bulletins - contain procedures and work instructions for Branch staff
- Program Evaluation Manual - contains procedures for program evaluation activities

Classes of Records

RCT-650

Program Evaluation

Description: Information on program evaluation plans, steps carried out, records of interviews, organization charts, statistical data, queries and replies, and general correspondence. *Topics:* Policy; evaluation procedures; long-term and annual evaluation plans; working papers; reports of findings; conclusions; recommendations.

RCT-660

Management Operations

Description: Information on audit plans, audit steps carried out, records of interviews, organization charts, statistical data, queries and auditee replies, and general correspondence. *Topics:* Audit policy and procedures; audit schedules and planning; manual and computerized audit programs; audit working papers; audit reports; departmental and staff matters.

Information Services Branch

The Branch formulates public relations policies for the Department and provides information on its policies, programs and activities to the general public, the news media, and organizations and individuals with a special interest in taxation. A variety of publications covering a range of tax topics is produced and revised each year, as well as various audio-visual programs. The Branch counsels the Department on information and public relations matters generally, and advises management on possible public and media reaction to its programs and procedures; it also provides guidance to District Office public relations officers.

Manuals

- Taxation Operations Manual, Part 91 - describes the Department's public relations policy and Branch program responsibilities for publications, audio-visual material, advertising, public enquiries, media relations, prosecutions publicity, and public speaking engagements
- Public Relations Officer's Handbook - a detailed guide to public relations policy, programs and activities for District Office public relations representatives

Classes of Records

RCT-670

Media Relations and Publications Project Files

Description: Information on media relations activity including press releases, background information leaflets, compliance publicity and arrangements for special events; guidance to Head Office and District Office management on media and public relations; publications, including tax pamphlets, annual review, information leaflets, publications requested by other Branches within the Department, and the Department's staff magazine. *Topics:* Media relations projects; individual publications (revisions, updates); writing and editing requests from other branches within the Department; communications or instructions to District Office public relations officers; general correspondence.

RCT-680

Creative Services Project Files

Description: Information on audio-visual and print material for radio and television use; tax tips and columns for daily, weekly and foreign-language newspapers; community programs to assist taxpayers, including the Volunteer Program and Teaching Taxes; the Speaker's Guide, together with public speaking, and radio and television appearances; displays and posters. *Topics:* Individual print and audio-visual projects; internal programs, including PRO Handbook and conference administration; information on design and photographic services available; design and audio-visual proposals; advertising and marketing information; general correspondence.

RCT-690

Communications Research

Description: Information on the public response to the departmental information program and to the tax returns and guides; public attitudes towards the Department and taxation in general; assessments of specific programs; and surveys of District Office use of information materials. *Topics:* Reports of annual research study on programs and public attitudes, studies on specific publications and programs, and annual surveys on Public Relations Officers' activities; research studies conducted by other government departments; correspondence with Head Office and District Office personnel; research proposals.

RCT-700

Correspondence and Interdepartmental Communications

Description: Information on taxpayer letters to the Minister requesting information or expressing opinions on various issues, general taxpayer enquiries, communications and with central agencies and other government departments. *Topics:* Correspondence for Minister's signature; correspondence for Deputy Minister's signature; general correspondence with taxpayers; and interdepartmental communications by agency or department.

RCT-710

Press Clippings and Other Reference Material

Description: Copies of newspaper and magazine articles on specific aspects of taxation, the Department itself and on tax matters in Canada and abroad; federal budgets and legislation; and reference books, e.g., Canada Year Book, previous years' income tax acts, etc. *Topics:* Articles on specific aspects of taxation (e.g., pension plans, deductions available); articles on departmental activities (e.g., taxation centre openings); articles on audit projects and activity and on special investigations work and prosecution for tax evasion; press releases and backgrounders (current and previous years); completed tax information projects; and general information used in the preparation of new programs and projects.

Management Services Branch

The Branch provides departmental management with advice and service in administrative and finance-related programs, as well as personnel policy and related administrative practices. It provides management and employees with a full range of personnel services in areas such as classification, pay, staffing, staff relations, official languages, and technical and management training.

The Assistant Deputy Minister, Management Services, is assisted by nine directors in charge of the directorates and divisions described below.

Classes of Records

RCT-720

Administration

Description: Information on the development and implementation of goals, plans, programs and policies for the Personnel Administration function and the Finance and Administration function in support of the Department's objectives. *Topics:* Personnel Management Committee; Finance and Administration Management Committee.

Personnel Programs Directorate

This Directorate researches and formulates national policies, guidelines, program plans in the areas of position classification, pay and

benefits, staffing, staff relations, and official languages. It also provides and advisory service in these areas, co-ordinates some national staffing programs, classifies positions for which level and regional management do not have authority, and advises the Deputy Minister on final level grievances.

Manuals

- Taxation Operations Manual, Parts 8020, 8030, 8040, 8080 - contain departmental policy, guidelines and procedures on official languages, staffing, staff relations, and classification
- Personnel Administration Letters - describe departmental policy, guidelines and procedures on a variety of personnel matters

Employee and Organization Development Directorate

This Directorate is responsible for the planning, implementation and administration of policies, programs and operations relating to departmental organization development and design for which local and regional management do not have authority. It is also responsible for the policies, programs and procedures used in planning and developing human resources and for all the personnel management functions (exclusive of classification) which deal with the Executive and Senior Management complement.

Manual

- Taxation Operations Manual, Parts 81.1 to 81.14 - deals with staff performance appraisal

Head Office Personnel Directorate

This Directorate is responsible for managing personnel activities in the Head Office complex of the Department and for providing advice and guidance to Head Office management on all aspects of staffing, compensation, staff relations and associated personnel specialities.

Manual

- Taxation Operations Manual, Part 8090 and Part 81 (except 8170) - deals with Personnel services; 8170 is on the Personnel Clerk System

Planning, Audit, Evaluation and Special Services Directorate

This Directorate is responsible for the design, development and maintenance of the Department's personnel planning process, a comprehensive audit and evaluation program, and a variety of personnel support systems and services.

Manual

- Taxation Operations Manual
 - Part 80.95 - describes swearing of oaths, building passes and authorization cards
 - Part 80.96 - describes the award programs - the Suggestion, Merit, Outstanding Achievement and Long Service Awards
 - Part 81.70 - describes clerical pay functions and employee documentation for pay purposes and the Attendance, Leave, Overtime, Shift and Standby System (ALOSS)

— Part 82 - describes the Department's Personnel Management System (PMS)

Classes of Records

RCT-730

Personnel - General

Description: Information on personnel in general, including accidents and injuries; appointments; attendance; awards and honours; establishment, hours of work and overtime; leave and holidays; promotions and reclassification; regulations and directives; reports and statistics; retirements and separations; personal and pay files; committees; identification cards; and the swearing of oaths. *Topics:* General correspondence; leave records; procedures for selection; staffing and staff relations reports; records - decoration and award presentations and recommendations; records - hours of work, flexible hours, time off to vote, overtime, etc.; policies and procedures on leave and holidays; records - retirement, resignation, lay-offs, etc.; employees' personal and pay documents; oaths administered under the Public Service Employment Act; oaths administered under the Income Tax Act, Canada Pension Plan and Unemployment Insurance Act; Suggestion, Merit, Resource Management, Outstanding Achievement and Long Service Awards Programs; Program Measurement - quarterly report; Annual Report - Personnel Program Activities (Head Office and regions); Identification Cards: T3007 (all indeterminate employees), T3007A (all term employees), T3007B (other government departments), Authorization Card T3001 (Special Investigators) and Identification Card T3000 (employees transacting business away from office); Building Pass; Computerized Reporting Systems; Attendance, Leave, Overtime, Shift, Standby System (ALOSS); Time-Production Reporting System (TRS); Personnel Management System (PMS); and the Personnel Security Clearance Programs.

RCT-740

Classification of Positions

Description: Information on the classification of positions at Head Office; classification; related computer printouts and documentation; material issued by the Treasury Board of Canada on the classification system; training materials developed at Head Office; and internal audit observations, recommendations and follow-up. *Topics:* Classification generally; audits and audit schedules; position files; job files project files; correspondence; organization charts; delegation of authority; training; classification standards; project status reports; classification conversions and specialist position management.

RCT-750

Employment and Staffing

Description: Information on employment and staffing; applications; casual and term employees; competitions; programs; recruitment; requests for staffing action and summer students; appeals, complaints, investigations and audit; staffing of Senior Management positions; assignment of Senior Managers for developmental purposes. *Topics:* Competition files (departmental, interdepartmental and open competitions); non-competitive processes (includes transfers, acting appointments and reclassifications); special assignment pay plan; summer student program; audits; employment and staffing generally; appeals; appointments; applications; selection, probation; delegation of authority; decentralization; bilingual positions; staffing systems; Human Rights Commission; Commissioner of Official Languages.

RCT-760

Human Resources

Description: Information on career management; inventories; performance appraisals; reports and statistics; requirements and utilization; loans and secondments; development of employees generally; Senior Management group, Personnel Administrator group and the

Equal Opportunity group. *Topics:* Personnel loaned within and outside the department; performance appraisals; plans and programs, including reports on Equal Opportunities program; human resources generally; requirements and utilization; inventories; career management; reports and statistics.

RCT-770

Occupational Health, Safety and Welfare

Description: Information on the Employee Assistance Program, which is designed to assist employees with their personal problems; internal audit of the Employee Assistance Program; occupational health, safety and welfare generally; safety committee reports and first aid. *Topics:* Counselling (Employee Assistance Program); internal audit of the Employee Assistance Program; safety committees; first aid training program.

RCT-780

Official Languages

Description: Information on the identification of language requirements of positions; policy, programs and procedures for implementing objectives of the Official Languages Act and the Parliamentary Resolution on Official Languages in the Public Service; bilingual bonus program; Language Knowledge Examination results; Official Languages Information System (OLIS); and audits. *Topics:* Identification of positions (including linguistic profiles); language testing and aptitude tests and results; bilingual districts; service to the public; internal service; francophone participation; work instruments; translation services; Commissioner of Official Languages; Official Languages Policy; replacement positions; language training requirements.

RCT-790

Pensions and Insurance

Description: Information on superannuation plans; Canada and Quebec Pension Plans; reciprocal transfer agreements; federal, provincial and private hospital and medical insurance plans; death benefit plan; disability insurance; unemployment insurance plans; and internal audit.

RCT-800

Salaries and Wages

Description: Information on salaries, wages generally and related data on the pay system, rates, deductions, regulations and various types of pay (acting, performance, merit, severance, overtime); salary revisions; paylists; pay administration; benefits entitlement and administration; and pay audits.

RCT-810

Staff Relations

Description: Information on adjudication, bargaining agents, collective agreements and interpretations, discipline, grievances, managerial and confidential exclusions and union relations, conflicts of interest and employee relations. *Topics:* Grievance files; grievance charts; strikes; discipline and guidance; terms and conditions of employment; designations; union-management relations; National Joint Council; involuntary terminations of employment; Public Service Staff Relations Board hearings; internal audit.

Centre for Career Development

This Centre is responsible for the design and implementation of all technical, managerial and language training programs in the Department. These programs are aimed at ensuring a continuing supply of well-trained staff ready to meet the specialized needs of operational managers responsible for fulfilling the Department's role.

Manual

- Taxation Operations Manual, Part 80.70 - departmental course catalogue

Classes of Records

RCT-820

Training and Development

Description: Information on the planning, development and implementation of all technical training on source deductions, collections, audit techniques, initial assessing, real estate appraisal and income tax law; all management and official languages training; and evaluation of all training conducted for the Department. *Topics:* Language training; evaluation; individual course files; departmental courses; course correspondence; training plans; attendance; nominations.

Administration Directorate

This Directorate is responsible for the development and implementation of effective and efficient administrative programs in the areas of premises, telecommunications, physical security, word processing, mail and messenger services, records, library and materiel management. It provides services in these areas to the Head Office complex.

Manuals

- Taxation Operations Manual, Part 59 - Material Management; Part 60 - Mail and Messenger Services; Part 61 - Premises (procedures for accommodation, telecommunications and security); Part 62 - Records (records office procedures, retention and disposal scheduling, record systems); Part 68 - Word Processing
- Central Agency Publications (e.g., Administrative Policy Manual)

Tax Forms Division

This Division is responsible for the design, production and distribution of all federal tax forms and related printed instructions, and all general operational communications and forms used in Head Office, District Offices and Taxation Centres. The Division insures that all forms meet the requirements of the Income Tax and related Acts and that they are available as required in both official languages. It also ensures that the forms are compatible with machine and computer processing requirements. In addition, this Division is accountable for the forecasting and expenditures related to printing and distribution.

Manual

- Taxation Operations Manual, Part 9 - Printing and Forms Management

Data Management Division

This Division is responsible for the development, implementation and maintenance of an effective operational performance measurement system (OPMS) in the Department; the improvement and maintenance of computer-based time and production reporting systems and the provision of resulting data to central agencies and departmental users, as required.

Manual

- Taxation Operations Manual, Part 50 - Time and Data Reporting explains how to determine actual manpower expenditures and units

of production completed by various operational areas in the Department

Classes of Records

RCT-830

Administrative and Management Services

Description: Information on the development of policies and procedures as well as the implementation and operation of departmental records, library, mail, messenger and postal services, security, telecommunications, typing, word processing and data management (i.e., The Management Information Systems and the maintenance of the Taxation Operations Manual); also the management of public and internal forms and departmental publications. *Topics:* Mailing programs; file classification systems; storage, scheduling and disposal of records, transfers of dormant records to Public Archives; books, publications and subscriptions; physical, personnel and information security; emergency measures; telephones, telex and zenith systems; traffic analysis; telephone service cost analysis; shorthand, typing and voice recording testing, automatic and pre-recorded letters; management information systems such as a resource management system (ARMS), time reporting system (TRS), production reporting system (PRS), performance measurement system (historical files on person-years and productivity data); internal and public forms; duplication services; and publishing services.

RCT-840

Building and Properties

Description: Information on the development and implementation of policies, procedures and programs for providing office space (accommodation) for Revenue Canada Taxation employees. *Topics:* Accommodation in District Offices, Regional Offices, Taxation Centres and the National Capital Region; space planning requirements and inventories; reports and statistics.

RCT-850

Buildings

Description: Information on the acquisition of accommodation for the Department; allocation of space within these buildings; and building services, maintenance and alterations. *Topics:* Accommodation; repairs; janitorial and cleaning services; fire prevention and protection program; reports and statistics.

RCT-860

Lands

Description: Information on departmental policies and procedures on use of lands on which Revenue Canada Taxation facilities are located. *Topics:* Parking areas in District Offices, Regional Offices, Taxation Centres and the National Capital Region; acquisition of lands.

RCT-870

Utilities

Description: Information on the development of departmental policies, procedures, standards and programs for utilities such as lighting and heating. *Topics:* Heating and lighting (gas, oil, electric); garbage disposal; water and sewage connections and facilities; elevator and conveyor maintenance; air conditioning and ventilation.

RCT-880

Equipment and Supplies

Description: Information on the overall administration of materiel management and supply operations. *Topics:* Accounting and inventories; disposal and surplus; forms inventory control; maintenance and repairs; price list; stationery; stock control; warehousing and distribution; catalogues and manuals.

RCT-890

Furniture and Furnishings

Description: Information on the purchase, allocation, repairs and maintenance of furniture and furnishings. *Topics:* Household and office furniture; repairs and maintenance.

RCT-900

Office Appliances

Description: Information on the purchase and distribution of office appliances. *Topics:* Calculators; data processing; duplicating equipment; photographs and microfilming; recorders and typewriters.

RCT-910

Procurement

Description: Information on the determination of requirements for equipment, furniture, appliances, etc.; acquisitions, specifications, tendering, sources of supply, pricing, repair and spare parts. *Topics:* Contracts; local purchase orders; procedures and regulations; requisitions and standing offer agreements.

Finance Directorate

This Directorate is responsible for the design, planning and resourcing of all finance-related programs throughout the Department; maintenance of systems and procedures for financial control; cash forecasting; and analysis and reporting of assessed and cash revenue to the Department of Finance Canada and provincial governments.

Manual

• Taxation Operations Manual

- Part 51 - describes the means of maintaining control and the actual delegations of financial signing authorities made by the Minister and Deputy Minister
- Part 52 instructions pertaining to coding and classification of accounts and accounting for expenditures;
- Part 53 instructions for the preparation of the operating budget and the reporting of manpower utilization;
- Part 66 - instructions for the general ledger function and daily revenue report preparation

Classes of Records

RCT-920

Finance

Description: Information on financial transactions; control of expenditures - cash control, monitoring of salaries, other expenses; membership fees to various associations of tax administrators; and legislation pertaining to tax revenue and financial operations. *Topics:* Agreements and arrangements with provinces and other government departments; travel and relocation expenses; contracts to engage the services of professionals and suppliers; financial statements, analysis and projections of expenditures; membership fees paid to the Commonwealth Association of Tax Administrators and to the Inter-American Centre of Tax Administrators; results and follow-up on financial audits by the Auditor General and internal audits; legislation on tax revenue; financial operations of federal and provincial governments.

RCT-930

Accounts and Accounting

Description: Information on general accounting for expenditures such

as invoice processing, payment and maintenance of accounts; and the preparation of the Department's final financial statements which are used to prepare the Public Accounts document. *Topics:* Coding and manpower utilization; accounts payable, including suppliers' accounts, legal, professional and tuition fees, as well as transactions with other departments; accounts receivable - fines and forfeitures, ruling fees, law cost awards, proceeds from sales; funds voted to the Treasury Board of Canada and advanced to the Department for the purpose of establishing departmental bank accounts (working capital advance).

RCT-940

Revenue Reporting

Description: Information on the analysis, distribution and reporting of tax revenue. *Topics:* Assessed revenue (taxes for which an Assessment Notice is issued) - federal-provincial tax sharing, Canada Pension Plan, Unemployment Insurance, royalty tax rebates, unemployment insurance benefit repayments; settlement of tax deductions with the province of Quebec; Petroleum and Gas Revenue Tax; cash revenue including reconciliation with the statement of collections from Supply and Services; tax deductions settlements with the Bank of Canada; Canada Pension Plan and Unemployment Insurance transfer schedules; unclaimed cheque suspense account; cancelled cheques other than unclaimed cheque suspense; annual reconciliation of cash in transit.

RCT-950

Budgets

Description: Information on operating budgets; preparation of Main Estimates, financial plans for the three fiscal years to come (Operational Plan) and goals of the Department for future years (Strategic Plan). *Topics:* Allocation; operating budgets, Estimates and Supplementary Estimates; preparation, negotiations with the Treasury Board of Canada, briefings to the Deputy Minister and Minister; Operational Plan and Strategic Plan; preparation and submissions by area of responsibility.

Decentralization Co-ordination Directorate

This Directorate is responsible for planning, directing, resourcing and controlling all aspects of the decentralization of Data Centre and District Office activities to seven Taxation Centres. It advises on size, location and other requirements for building and landscaping, and co-ordinates and monitors acquisition of the most suitable buildings, furniture, equipment and services.

Manual

- New Concept in Taxation Centres - describes the combined effects of decentralization on production, workflow and staff

Classes of Records

RCT-960

Implementation of Taxation Centres

Description: Information on Treasury Board of Canada submissions and correspondence on the decentralization of selected Data Centre and District Office responsibilities to each of the seven Taxation Centres located in Surrey, Winnipeg, St. John's, Shawinigan-Sud, Jonquière, Sudbury and one other location to be determined. *Topics:* Correspondence on Treasury Board (T.B.) submissions on site selection, equipment and furniture; correspondence with departments such as Public Works Canada and The Royal Canadian Mounted Police on individual Taxation Centre requirements; Head Office, District Office, Regional ADM papers examining effects of relocation on jobs, employees and certain sections of taxation; blueprints of buildings,

design briefs, furniture and office layouts, and photo albums illustrating the work on each Taxation Centre.

Background

Public Works Canada was established in 1867 by an Act respecting the Public Works of Canada (SC 1867-68 c.12). Before that time, public works were carried on in the Province of Canada by the Commissioner of Public Works Canada who controlled canals, works in navigable waters, harbours, lighthouses, beacons and buoys, slides and booms, roads and bridges, public buildings and provincial vessels.

Laws and Regulations

Public Works Canada administers the following statutes, in whole or in part:

- Bridges Act, RSC 1970, c.B-10 (see also Table of Public Statutes except Fort Falls Bridge Authority)
- Dry Docks Subsidies Act, RSC 1970, c.D-9
- Expropriation Act, RSC 1970, c.16 (1st Supp.)
- Government Harbours and Piers Act, RSC 1970, c.G-9 (s.5)
- Government Property Traffic Act, RSC 1970, c.G-10
- Government Works Tolls Act, RSC 1970, c.G-13
- Kingsmere Park Act, RSC 1952, c.161
- Laurier House Act, RSC 1952, c.163
- Official Residences Act, RSC 1970, c.P-20 (2nd Supp.) - an Act to amend the Prime Minister's Residence Act
- Ottawa River Act, RSC 1870, c.24
- Public Works Act, RSC 1970, c.P-38, amended in 1977, c.28
- Surplus Crown Assets Act, RSC 260, s.1, C.S.-20
- Trans-Canada Highway Act, RSC 1970, c.T-12
- Municipal Grants Act, RSC 1970, c.182, s.1
- Municipal Grants Act, RSC 1980

Overall Responsibilities

Public Works Canada is responsible for the management of real property for the Government of Canada and the provision of planning, design, construction and realty services to government institutions, departments and agencies, while contributing to the government's wider social, economic and environmental objectives.

The Department builds, purchases and disposes of land and other real property; rents premises; and maintains, improves and manages properties owned or leased by the Government of Canada. It also provides marine facilities, roads, bridges and public utilities as required by other federal government programs.

As a common service agency the Department carries out its activities through seven substantive programs:

- Administration - provides central policy direction and administrative support services for all departmental programs.
- Professional and Technical Services - provides the professional and technical services necessary to support programs of Public Works

Canada and other departments and agencies in the fields of construction and fire prevention.

- Accommodation - provides departments and agencies of the federal government with accommodation of approved standards of quality, quantity and efficiency.
- Marine - provides and maintains marine facilities as required by federal programs for the development and support of industry and for water level control.
- Transportation and Other Engineering - provides and maintains roads, bridges and public utility services as required by federal government programs.
- Land Management and Development - manages and develops federal lands so as to combine the efficient provision of government services with the achievement of wider social, economic and environmental objectives.
- Municipal Grants - manages and administers the Federal Municipal Grants Act, covering the payment of grants in lieu of taxes to Canadian municipalities.

Organization

Public Works Canada is a highly decentralized department, delivering service to other federal government departments from six Regional Offices. There are also several District Offices located in each region, which provide local service to the Department's clients and the public. The Regional Offices are located in Halifax (Atlantic Region); Montreal (Quebec Region); Ottawa (National Capital Region); Toronto (Ontario Region); Edmonton (Western Region); and Vancouver (Pacific Region). They carry out the Department's program delivery responsibilities and services in the areas of Planning, Property Administration, Real Estate Services, Energy Management, Contract Policy and Administration, Design and Construction, and Finance and Administration.

The Department is organized into eleven Branches.

- The Realty Branch is responsible, through Property Administration and Real Estate Services, for the management, maintenance, leasing, acquisition and marketing of all owned and leased Public Works property. In addition, Real Estate Services is responsible for the Central Real Property Inventory (CRPI) and the payment of grants in lieu of taxes. Property Administration consists of three divisions: Accommodation Services, Property Management and Facilities Maintenance Policy. Real Estate Services comprises four Divisions: Property Development, Implementation, Resources, and Standards and Municipal Grants.
- The Design and Construction Branch provides the services necessary for the design and construction of buildings, roads, wharves and engineering works. The Branch is organized into three Directorates: Design and Construction Services, Technology and Special Services. Design and Construction Services Directorate is divided into five Divisions: Transportation, Marine, Buildings, Consultant Services and Environmental Design. The Technology Directorate is made up of five Divisions: Science and Technology Development, Engineering Technology, Architectural and Building Sciences, Solar Programs and Project Management Technology.
- The Finance and Administration Branch is divided into two main Directorates: The Finance Directorate and the Management Information Services Directorate. Finance is further divided into Financial Operations, Accounting Operations and Materiel Management.

Public Works

- The Departmental Planning and Co-ordination Branch is divided into five Directorates: Policy Development and Analysis, Departmental Planning and Systems, Management Consulting Services, Management Audit and Program Evaluation.
- The Personnel Branch is divided into four Directorates: Personnel Operations, Personnel Planning and Systems, Education, Training and Development, and Staff Relations.
- Operations Branch is made up of four Directorates: Operational Services, Contract Policy and Administration, Energy Management and Operational Planning.
- The Revenue Dependency Branch is divided into two Directorates: Revenue Dependency Integration and Project Planning and Control.
- The Executive Secretary Branch consists of the Administration Directorate, Headquarters Financial Services and Emergency Preparedness.
- The three remaining Branches are: Public Relations and Information Services, Fire Commissioner of Canada and Equal Opportunity Program.

Key Contacts

Inquiries:

Telephone: (613) 998-9560

Public Relations and Information Services:

Telephone: (613) 998-9560

Information Research and Library Services:

Telephone: (613) 998-8350

Access to Information Co-ordinator:

Telephone: (613) 998-4270

Access to Information

Informal Access

Traditionally Public Works Canada has followed the standard practice of providing information directly to the public through its managers or Public Relations and Information Services Branch. Requests for information usually reach the Department as telephone, personal or written inquiries.

Telephone inquiries are handled by the recipient of the call or referred to a qualified official. Managers are held responsible for the quality and accuracy of information released. Telephone inquiries generally deal with quick, definite questions on precise topical problems which can be answered by an individual within the scope of a conversation. Complex or highly technical questions are referred to specialists within the Department (for reply). Should an inquiry require considerable research, the caller will be informed and the information, when available, forwarded to the caller (normally by mail).

Individuals wishing to conduct research personally are usually referred to The Public Relations and Information Services Branch. The Branch ensures the required information is available and arranges

contacts within the Department. The only exemption to the above procedure is the departmental Library. The public is invited to use the Library for research during normal business hours. Loans are handled through interlibrary loan only.

Written inquiries of a general nature are routed through Public Relations and Information Services, who may forward them to appropriate departmental officials for reply. Specific inquiries are routed directly to appropriate officials for response. If lengthy delays are foreseen in responding, the correspondent is notified by means of an interim reply. The final response is made as soon as the requisite information becomes available.

The existing system of informal access has been in use for several years and has proven most efficient and capable of handling all inquiries. The public is encouraged to contact Public Works Canada for any information within its sphere of responsibilities. Formal access to PWC information under the Access to Information Act should be directed to the Information Services Offices at the contact points at the Headquarters, Regional and District Offices listed below.

Public Works Canada
Public Relations and Information Services
Sir Charles Tupper Building
Riverside Drive
Ottawa, Ontario
K1A 0M2
Telephone: (613) 998-9560

Pacific Region

Public Works Canada
Information Services Officer
1116 Alberni Street
Vancouver, B.C.
V6E 3W5
Telephone: (604) 666-1295

Western Region

Public Works Canada
Information Services Officer
9925 - 109th Street
Edmonton, Alberta
T5K 2J8
Telephone: (403) 425-3175

Public Works Canada
Finance and Administration Officer
Room 201
Federal Building
269 Main Street
Winnipeg, Manitoba
R3C 1B2
Telephone: (204) 949-2388

Public Works Canada
Finance and Administration Officer
2221 Hanselman Court
P.O. Box 1208
902 Spadina Crescent, East
Saskatoon, Saskatchewan
S7K 3N5
Telephone: (306) 665-4667

Ontario Region

Public Works Canada
Information Services Officer

Public Works

4900 Yonge Street
Willowdale, Ontario
M2N 6A6
Telephone: (416) 224-4361

Public Works Canada
Senior Departmental Representative
457 Richmond Street
P.O. Box 668
London, Ontario
N6A 4Y4
Telephone: (519) 679-4288

Public Works Canada
Senior Departmental Representative
107 East Street
2nd Floor
Sault Ste. Marie, Ontario
P6A 3C7
Telephone: (705) 949-1511

Public Works Canada
Senior Departmental Representative
540 West Arthur Street
Thunder Bay, Ontario
P7E 5R7
Telephone: (807) 577-6444

National Capital Region

Public Works Canada
Information Services Officer
L'Esplanade Laurier
140 O'Connor
Ottawa, Ontario
K1A 0M3
Telephone: (613) 992-8336

Quebec Region

Public Works Canada
Information Services Officer
2001 University Street
Montreal, P.Q.
H3A 1K3
Telephone: (514) 283-2736

Public Works Canada
Senior Departmental Representative
Champlain Harbour Station
Wolfe's Cove
Quebec, P.Q.
G1K 4K2
Telephone: (418) 694-3631

Public Works Canada
Departmental Representative
Box 260
180 Cathedrale Street
Rimouski, P.Q.
G5L 7C7
Telephone: (418) 722-3022

Atlantic Region

Public Works Canada
Information Services Officer
P.O. Box 2247
1190 Barrington Street

Halifax, Nova Scotia
B3J 3C9
Telephone: (902) 426-2687

Public Works Canada
Manager, Administrative Services
189 Prince William Street
P.O. Box 7350
Postal Station A
Saint John, New Brunswick
E2L 4J4
Telephone: (506) 658-4521

Public Works Canada
Manager, Administrative Services
P.O. Box 4600
Building 301, Pleasantville
St. John's, Newfoundland
A1C 5T2
Telephone: (709) 726-4946

Public Works Canada
Manager, Administrative Services
P.O. Box 1268
Dominion Building (2nd Floor)
Charlottetown, P.E.I.
C1A 7M8
Telephone: (902) 892-5455

Public Works Canada
Manager, Administrative Services
P.O. Box 520, Station A
Goose Bay, Labrador
A0P 1S0
Telephone: (709) 896-5312

Public Works Canada Manuals

The Manuals and Directives Management program maintains an intradepartmental system that captures, records and keeps current all management decisions, policies and procedures that impact on the Department's business, for the ready reference and guidance of responsible officers and managers.

The information is disseminated to departmental personnel through Announcements, Directives and Articles on a need-to-know basis.

"Announcement" - A communication of appointment, organizational change or the introduction of special programs deserving executive attention, promulgated by the Deputy Minister. Announcements are valid for six months.

"Directive" - A written communication containing policy, promulgated by the Deputy Minister as a continuing authoritative reference for employees.

"Article" - A written communication describing procedures, guidelines, standards, instructions and related information of a specific nature in support of departmental policies or directives, promulgated by the Functional Head.

Some articles may be published as interim Articles to deal with temporary or unique situations, for the purpose of testing procedures, or where urgency is a factor. In all cases, it will be the originator's responsibility to ensure that these interim documents, when appropriate, are integrated into the manuals system as quickly as possible.

Public Works

In co-operation with the departmental Library, the Manuals and Directives Unit maintains an index of all manuals published by the Department. A full set of up-to-date manuals is maintained and available in the departmental Library. These are listed below.

Manuals

- E.I.S. - Directives
- E.I.S. - Appointments and Announcements
- Organization
- Design and Construction
- Departmental Planning and Co-ordination
- Property Administration
- Financial Management
- Departmental Index of Authorities (Restricted)
- Aloss Users' Manual
- Year-End Closing Instructions
- Public Accounts Instructions
- Accounts Receivable
- Personnel Management
- Public Relations and Information Services
- Real Estate Services
- Administration
- Materiel Management
- Environmental Safety
- Contract Policy and Administration (Restricted)
- Dominion Fire Commissioner (Restricted)
- Project Delivery System

Planning and Co-ordination Branch

Policy Development and Analysis Directorate

The Directorate develops and co-ordinates departmental policies, investigates and makes recommendations on policy areas, and determines their impact on the Department.

Departmental Planning and Systems Directorate

This Directorate organizes, develops, co-ordinates and evaluates the departmental planning process. This includes the setting of management planning timetables, plan formats, organization responsibilities and quality control of plans. The Directorate also carries out reviews of organizational roles and structure and is responsible for preparing the departmental systems plan which outlines the priorities for corporate systems development. The Directorate also provides secretariat

services for the Systems Development Committee and the Project Delivery Systems (PDS) Steering Committee.

Program Evaluation Directorate

The Directorate's prime objective is to assist the Deputy Minister and other senior managers in the Department in decision making on resource allocation and the management, delivery, design and impact achieved by departmental programs. This is accomplished by conducting periodic program evaluation studies of departmental programs and activities.

Management Consulting Services Directorate

This Directorate provides internal management consultant services for PWC in response to specific requests from senior management; supports the development, integration, implementation and maintenance of departmental corporate management policies, systems, procedures and planning capabilities through its consultative role; manages and controls the Department's use of "external management consultant" resources, including managing the funds for acquiring outside consultant services; leads task forces and participates on special projects designated by the Deputy Minister or the Executive Committee.

Management Audit Directorate

The Directorate has the overall responsibility for the complete departmental audit program to ensure departmental adherence to policies, guidelines and standards as prescribed by the Department, the Comptroller General, Treasury Board and the Auditor General.

Personnel Branch

This Branch consists of four Directorates: Personnel Planning and Systems; Education, Training and Development; Staff Relations; and Personnel Operations. It provides national policy and services in the areas of staffing, classifications, career planning, training and development, human resources planning and other personnel product areas. The Branch also provides special services to the Equal Opportunity Programs Directorate. It maintains the Personnel Management Systems (PMS) and the Official Languages Information System (OLIS).

Realty Branch

Property Administration - Accommodation Services Directorate

The Directorate is responsible for the space planning, management and marketing of PWC-controlled accommodation. It assists the Treasury Board of Canada in the development and monitoring of accommodation policies and standards and ensures the maximization of revenues from PWC's real property portfolio. It is also responsible for the leasing of space from the private sector in response to accommodation needs as required by the government. See the following Classes of Records: PWC-10, 80 and 130.

Property Management Directorate

The Directorate is responsible for the full range of tenant services such as energy conservation, physical security and fire safety programs, signage, priority use of fuels, general maintenance and service contracts. In consultation with the Contract Policy and Administration Directorate, it develops procedures for inviting and processing

quotations and tenders for work in existing Crown-owned and leased buildings. See PWC-80 and 130.

Facilities Maintenance Policy Directorate

This Directorate is responsible for the establishment and monitoring of policies, guidelines standards and programs as they relate to the building maintenance services of Public Works Canada facilities. These services include electrical, mechanical, energy conservation, architectural, structural and general building maintenance such as cleaning services. See the following Classes of Records: PWC-10, 80, 130 and all Operational Classes.

Real Estate Services - Property Development Directorate

The Directorate is responsible for identification of realty development opportunities through "highest and best use" analysis and for the development of optimum solutions that contribute to the realization of the opportunities identified. In addition, the Directorate is responsible for the interpretation and application of the Federal Land Management (FLM) principles within PWC. To meet its responsibilities on a national basis, the Directorate establishes policies, guidelines and procedures governing all real property transactions, including changes in use. See PWC-90, 100 and 170 Classes of Records.

Implementation Directorate

The Directorate is functionally responsible for services in the fields of real estate acquisition, appraisal and disposal as they relate to the Government Land Purchase Regulations, Contracts Regulations, Government Lands Leasing and Licensing Regulations, the Federal Expropriation Act, the Surplus Crown Assets Act, Public Works Act and the Public Lands Grants Act. This Directorate is also responsible for the formulation of policies and procedures followed by PWC in carrying out these services, as well as being a liaison between the Treasury Board of Canada, Privy Council Office and the Regions in matters concerning PWC functions. See PWC-90 and 170.

Resources and Standards Directorate

The Directorate is responsible for the planning, development and maintenance of the departmental property inventory and the provision of legal land survey services. These services are required for the appraisal, expropriation, acquisition and disposal functions of the Department. See the following Classes of Records: PWC-90, 120 and 170.

Municipal Grants Directorate

The Directorate is responsible for the administration of the payments of grants to municipal, school, provincial and territorial taxing authorities in lieu of a real property tax for a taxation year, and in lieu of a frontage or area tax in respect of federal property situated within the area in which the taxing authority has the power to levy and collect the real property, frontage or area tax. Such federal properties are exempt from municipal taxation pursuant to Section 125 of the British North America Act. See PWC-90.

Revenue Dependency Branch

Revenue Dependency Directorate and Project IMPAC

The Directorate leads and co-ordinates departmental activities related to the Comptroller General's "Improved Management Practices and Controls" (IMPAC) plan; the introduction of charging other government Departments for PWC accommodation plus professional and technical services; and conversion of PWC to operating in a revenue dependent mode of management. The Project issues statements of principles and goals, calls for annual departmental work plans by functions and regions, directs and co-ordinates activities in support of IMPAC and Revenue Dependency work plans, and acts as Secretariat to the Executive Steering Committee (PWC approval body).

Operations Branch

Operational Services Directorate

This Directorate monitors departmental operations, maintains liaison with clients, responds to clients' problems and needs, assists Regions in dealing with HQ functions, client headquarters and central agencies, and provides operationally oriented guidance to regional management. See the following Classes of Records: PWC-10, 50, 60, 80, 90, 110 and 130.

Energy Management Directorate

The Directorate is responsible for the overall direction and coordination of the Energy Management activities of Public Works Canada. These range from energy conservation in existing buildings to the development and use of newer techniques of energy production (solar heating, wind, etc.) in both new and existing facilities. This Directorate is also responsible for ensuring that any programs related to the use of energy resources on a day-to-day basis are being effectively implemented - (e.g., conservation and re-use of materials). See the PWC-60, 110 and 130 Classes of Records.

Contract Policy and Administration Directorate

The Directorate is responsible for the development, recommendation and implementation of guidelines and procedures as they relate to the management and administration of all types of PWC contracts. See the following Classes of Records: PWC-10, 60 and 130.

Operational Planning Directorate

This Directorate is divided into three units: Planning Analysis, which formulates the Department's Multi-Year Operational Plan, Budget-Year Operational Plan and Current-Year Operational Plan, monitors activities and develops strategies for each PWC Program and provides ad hoc program analysis on request from the Minister and Executive Committee; Performance Analysis, which develops and implements an Operations Performance Indicators System in support of both regional and national operations and measures and reports on the operational performance of operational plans and programs; and Systems Support, which directs the development and implementation of the systems to provide the information required for the management of the national and regional operations of the Department and the delivery of client program requirements. See PWC-60 and 80.

Manuals

- Performance Indicators Manual

Public Works

- Planning Manual
- Programming Manual

Design and Construction Branch

Special Services Directorate

This Directorate provides branch professional staff with advice and support in the areas of management practices, financial and personnel planning, business systems and general administration.

Design and Construction Services Directorate - Transportation Division

The Division of the Design and Construction Directorate is responsible for all activities relating to transportation works, such as transportation structures (bridges) and highways under the jurisdiction of Public Works Canada on a national scale. It is also responsible for the planning and implementation of technical and administrative policies standards and guidelines relating to the field of transportation as it pertains to PWC. See the following Classes of Records: PWC-50 and 60.

Marine Division

The Division is responsible for all aspects of marine construction, design, planning and engineering as required by Public Works Canada. It is also responsible for the development and co-ordination of the Marine Works programs funded by PWC and other government departments. See PWC-50 and 60.

Environmental Design Division

The Division provides professional services and support to Public Works Canada regional offices and other government departments in the fields of planning, urban design, landscape architecture, environmental analysis and the conservation of heritage structures. See PWC-50 and 60.

Buildings Division

The Division's responsibility is to establish a centre for the building product line in the Branch and the Department, through the provision of professional advice and support to regions, other branches, the department executive and other government departments. This responsibility requires the development of functional knowledge and suitable processes for its application, the assessment of product line organization and resources, and the monitoring of programs to ensure the achievement of satisfactory levels of building quality. See PWC-50 and 60.

Consultant Services Division

The Division is responsible, on behalf of the Department, for the negotiation of approvals through the Treasury Board of Canada, for entry into contract and development of new contracts in the field of engineering, architecture, construction and special consulting services. See PWC-50 and 60.

Technology Development Division

This Division manages special projects related to energy conservation, standards, systems, Government Master Specification development,

technological planning, and technical documentation. See the following Classes of Records: PWC-40, 50, 60 and 110.

Engineering Technology Division

The Division provides technical expertise in the fields of thermography, civil, electrical and mechanical engineering. See PWC-50, 60 and 110.

Architectural and Building Sciences Division

This Division is charged with maintaining an adequate knowledge base on two areas: the building enclosure and the interior environment. To achieve this end, it identifies, acquires, develops and transfers the most appropriate and up-to-date technology for the design, construction, operation and maintenance of facilities. See PWC-50 and 60.

Solar Programs Division

This Division fosters the development of a viable, regional, Canadian solar industry through the purchase of active solar heating systems for use by government departments, agencies and Crown corporations. See PWC-50 and 60.

Project Management Technology Division

The Division has the prime responsibility and accountability for the acquisition, development and application of technologies and training related to the following professions: project management, cost planning, construction specifications, scheduling and construction quality assurance in the PWC fields related to design and construction. See PWC-50 and 60.

Finance and Administration Branch

Financial Operations Division

The Division directs departmental financial planning, resourcing negotiations with the Treasury Board of Canada, resource allocations, budgetary control and reporting, cash management and financial analysis.

Accounting Operations Division

The Division processes, records and reports on PWC financial transactions and accounting activities; develops, co-ordinates, monitors and evaluates departmental management accounting systems and structures, including a full cost disclosure system, in compliance with central agency and departmental policy or directives; supports all PWC travel and relocation programs and (in conjunction with Personnel) the Pay Administration System; produces Public Accounts year-end submissions; and ensures accountability for non-budget fiscal accounts. The Division provides related policy advice and feasibility assessments for departmental, interdepartmental and central agency committees.

Materiel Management Division

This Division is responsible for the acquisition, storage cataloguing, maintenance, inventory management, control and accounting, and distribution systems for all PWC materiel on stock and on distribution accounts, as well as Fleet Management (vehicles); and for disposal of surplus materiel. The Division issues relevant policies, guidelines, procedural directives, and user instructions related to these functions

in accordance with Treasury Board and Supply and Services Canada policies and regulations.

Management Information Services Directorate

The Directorate is responsible for provision of a full range of electronic data processing (EDP) and professional computer systems services to support all activities of the Department. It is responsible for centralized development of all systems serving common national requirements, management of departmental databases and for central planning and control of all EDP in the Department. The Directorate also provides technical computing services in support of the Department's Professional and Technical program; and management science services to support departmental planners, analysts and managers.

Executive Secretary Branch

Administration Directorate

The Directorate is responsible for the provision of all administrative support services such as word processing, records management, forms, manuals and directives control, Parliamentary returns, executive correspondence control, security, safety, In-House Energy Conservation Program, Suggestion Award Program, and others. See the following Classes of Records: PWC-10, 110, 140 and 150.

Headquarters Financial Services Directorate

The Directorate provides financial, accounting, financial forecasting and reporting services (and procedures) for Headquarters Branches; advice on financial aspects or impacts of managerial decisions; and control of cash allotments, and manpower and financial resources used by responsibility centre managers. In addition, it acts as a focal point in discussions with Corporate Finance for submission of program forecasts, estimates and other financial information as required by central agencies, Parliament, etc.

Emergency Preparedness Directorate

The Directorate provides plans and preparations for control and regulation of construction and allocation of engineering and construction resources throughout Canada; plans and arranges to protect the population from the wartime effects of radioactive fallout and other weapons' effects; provision of emergency government facilities; and readiness plans (in peacetime and war). See PWC-20.

Public Relations and Information Services

The Directorate is responsible for developing public awareness and understanding of the roles, missions, activities, etc., of PWC; maintaining responsive relations with the Minister's Office; developing, implementing, maintaining, monitoring and evaluating communications programs and mechanisms addressed to PWC clients, public and internal users; assessing public feedback to PR and IS activities; maintaining professional relations and channels of communications with the media; maintaining liaison with public affairs and information services divisions in other government departments; and advising on the implementation of the Federal Identity Program.

Fire Commissioner of Canada

The Commissioner's Office is responsible for all fire prevention and fire safety programs for all federal government properties, including fire and explosion investigations; fire safety and property evacuation

training for government employees; determination of fire protection engineering standards for building construction; advice to other government departments on related design, specifications and engineering standards; research in the fire protection field; monitoring and evaluation of the FCC functions nationally and directing regional actions; correlation and distribution of federal government fire loss statistics; and maintenance of liaison with national professional and technical fire protection associations. See PWC-70.

Equal Opportunity Programs Directorate

This Directorate is responsible to the Deputy Minister for four programs: Official Languages, Equal Opportunity Programs (EOP) for women, natives and people with handicaps. It develops policy and ensures its implementation through the production of plans. In particular, for Official Languages, it ensures the provision of necessary support and services for language training and the Official Languages Information System (OLIS). It provides the EOP procedural framework including monitoring, evaluation and status reporting on these programs.

Classes of Records

PWC-10

General Operations

Description: Information on Public Works Canada operational activities. *Topics:* Ceremonies and celebrations; contract administration; flags and flag poles; professional and technical services charging; client profiles; demand forecast system; postoccupancy evaluation; project delivery system; and project management. *Storage Medium:* EDP systems.

PWC-20

Emergency Preparedness

Description: Information on emergency preparedness activities in peacetime and war. *Topics:* Accommodation control; emergency government facilities; engineering and construction resources; exercises; increased readiness procedures; international liaison; peacetime emergencies; blast shelters; national shelter program blast and vulnerability reduction studies; provincial and community shelter plans; and surveys. *Storage Medium:* EDP systems, plans, photographs, maps, graphics, films, tapes, and microfiche.

PWC-30

Fine Art

Description: Information on The Public Works Canada Fine Art Program. *Topics:* Artists; paintings and portraits; rugs; tapestries and murals; sculptures and monuments. *Storage Medium:* photographs.

PWC-40

Specifications

Description: Public Works Canada Specifications and Canadian Government Master Specifications. *Topics:* Specifications - architectural, structural, landscaping, food services, conveyor systems, mechanical, electrical and civil. *Storage Medium:* Microfiche.

PWC-50

Design and Construction

Description: Construction programs; construction and quality assurance; consultants project control; consultants; cost planning and estimating; environmental analysis; landscaping and site development standards; project control systems; reports and unsolicited proposals; questionnaires, electrical, mechanical, marine and civil engineering. *Storage Medium:* EDP systems, slides and film, brochures, microfilm, photographs.

Public Works

PWC-60

Project Files

Description: Information on projects undertaken by PWC on work such as renovations, alterations, minor works and repairs to buildings, civil and marine structures, as well as work such as dredging, landscaping, paving, etc. *Topics:* Planning and design; consultants; tendering and contract award; construction; payments; claims; change orders; meetings; project scheduling; reports; shop drawings; testing; fine art (also see PWC-30); materials and equipment. *Storage Medium:* Machine readable records, microfilm, microfiche, maps, plans, photographs, and specifications.

PWC-70

Fire Commissioner of Canada

Description: Information on the responsibility of the Fire Commissioner of Canada for fire safety in and around Government of Canada property. *Topics:* Fire protection; Fire Emergency Organization; fire orders and drills; inspections; promotion and development of fire safety; fire loss reports; false alarms; fire safety and equipment standards. *Storage Medium:* EDP systems, microfiche, films, slides, plans, specifications.

PWC-80

Accommodation

Description: Information on the provision of accommodation and related services to government departments and agencies. *Topics:* Assignment and use of space; eating facilities; guidelines and standards; parking studies and surveys; charging; housing; lettings; space management and planning. *Storage Medium:* Machine readable records, maps.

PWC-90

Buildings and Lands

Description: Information on the provision of real estate services to government departments and agencies. *Topics:* Acquisition; appraisals; deeds and title documents; expropriations; easements; heritage properties; title claims; marine; Harbour Commission properties; breakwaters; wharves; offers of sites and buildings; sale of lands; grants on properties; transfer and zoning of land. *Storage Medium:* Machine readable records, microfiche, drawings, plans, maps.

PWC-100

Property Development

Description: Information on federal land management. *Topics:* Development; area screening studies; comprehensive development framework studies; exclusive non-federal use projects; land use analysis and optimization studies. *Storage Medium:* Maps, plans, photographs.

PWC-110

Energy Conservation

Description: Information on the PWC Energy Conservation Program. *Topics:* Guidelines and standards; information exchange and co-operation; studies; building energy systems analysis; district heating and cooling; solid waste management; solar energy programs; geothermal energy and thermography. *Storage Medium:* Machine readable records, photographs, cartographic and microform videotapes, disc storage.

PWC-120

Property Inventories

Description: Inventories of properties owned or leased by the federal government and its agencies. *Topics:* Inventories; Central Real Property Inventory; PWC Real Property Inventory. *Storage Medium:* EDP systems, microform records, maps, survey plans, photographs, prints, film.

PWC-130

Maintenance and Repairs

Description: Information on the operation, maintenance and general upkeep of buildings owned and leased by the Crown. *Topics:* Cleaning and caretakers' supplies; elevators; eating facilities; garbage disposal; grounds; historical monuments; housing; linen contracts; lock boxes; moving; tropical plants; open office landscaping; painting; parking; pest control; property management agreements; redecorating; roofs; studies and surveys; utilities; inspections. *Storage Medium:* EDP systems, maps, plans, photographs.

PWC-140

Safety

Description: Information on safety in federally controlled structures. *Topics:* Environmental safety; fire prevention and protection; standards. *Storage Medium:* EDP systems.

PWC-150

Physical Security

Description: Information on physical security in federally controlled structures. *Topics:* Bomb threats; building security; illegal occupation of government buildings.

PWC-160

Signs and Plaques

Description: Information on the Federal Identity Program and the design and development of standard signage. *Topics:* Identification of buildings; National Signage Program and its implementation.

PWC-170

Surplus Properties

Description: Information on the disposition of properties or structures which are surplus to the needs of government departments and agencies. *Topics:* Notice of excess Crown property; demolition; disposal; surplus properties and inquiries for real property. *Storage Medium:* EDP systems and microform records.

PWC-180

Municipal Grants

Description: Information on grants to municipal, school, provincial and territorial taxing authorities in lieu of real property tax for a taxation year and in lieu of frontage or area tax in respect of federal property situated within the area in which the taxing authority has power to levy and collect real property tax or the frontage or area tax. *Storage Medium:* Maps, sketches, plans and photographs. Special Access Notes: Files are arranged by province and territory, with their taxing authorities in alphabetical order, moving from an easterly to a westerly direction.

PWC-190

Management Audit

Description: Audits - internal (financial, operational, EDP); audits by contract; general administration related to the Branch mandate.

Background

The Department of Regional Economic Expansion (DREE) was created in 1969 to assist and encourage each region of Canada in realizing its economic and social potential. The department works to broaden regional and local economic bases, expand production and employment opportunities and assist particular areas in dealing with problems of economic growth and social adjustment.

The Department is in the process of being reorganized as a result of a plan announced in early 1982. As part of this plan, a Department of Regional Industrial Expansion is to be created through the amalgamation of most of the regional programs of DREE with the industry, small business and tourism components of the Department of Industry, Trade and Commerce. Current DREE involvement in sectors other than industry will be transferred to other departments. A new central agency, the Ministry of State for Economic and Regional Development, is being created by the addition of regional policy and co-ordination functions to those of the existing Ministry of State for Economic Development. At the same time, the long-standing priority of assisting the disadvantaged regions of Canada is being enhanced by a government-wide focus on regional economic development.

Laws and Regulations

- Department of Regional Economic Expansion Act
- Regional Development Incentives Act and Regulations
- Appropriation Act No. 5, 1973-74
- Agricultural and Rural Development Act
- Prairie Farm Rehabilitation Act
- Area Development Incentives Act
- Maritime Marshlands Rehabilitation Act
- Atlantic Provinces Power Development Act
- Cape Breton Development Corporation Act

Organization

The Department of Regional Economic Expansion is fully decentralized with headquarters in the national capital region and several offices located across the country. This decentralized structure gives DREE a strong presence in the regions and enables close co-operation with the provinces in identifying and carrying out regional development activities. (It should be noted that as a result of the departmental reorganization referred to above, the organizational structure described below will be undergoing change.)

Headquarters

Three groups are located at headquarters: Planning and Co-ordination; Finance and Administration; and the Office of the Deputy Minister.

Planning and Co-ordination

Headed by an Assistant Deputy Minister, this group is divided into four branches.

- Analysis and Liaison undertakes economic and social analysis on an interregional, national and international basis; monitors initiatives proposed by the regions in terms of their national or interregional implications; and maintains liaison both within the department and with other departments to promote policy consistency.
- Project Assessment and Evaluation conducts commercial and economic assessments of major regional initiatives. This major industrial project analysis is conducted by project teams comprised of financial, marketing and business strategy specialists from within the branch and from various private sector organization, along with economists specializing in the evaluation of the economic impact of major projects.
- Industrial Incentives provides policy guidance on the planning and operation of the Regional Development Incentives Program (RDIP) as well as policy advice on industrial incentives matters concerning DREE or other departments. Of particular significance is its role in planning new incentives policies, and evaluating the impact of existing and related programs.
- Communications Branch is responsible for developing a national public information program; for providing specialized services and support of other units; and for ensuring co-ordination of the national, regional and provincial public information components.

Finance and Administration

This group, headed by the Senior Assistant Deputy Minister, consists of five branches:

- Legal Services provides legal services for the benefit of the department including drafting of regulations, counsel and advice in criminal and civil matters. This unit also co-ordinates legal services provided to the department by Justice Headquarters and Justice Regional Offices.
- Personnel Services serves the department in all matters dealing with personnel administration. Services provided include classification, compensation, staff relations, staffing, staff training and development, manpower performance evaluation, bilingual programs and a personnel information retrieval system.
- Financial Services is responsible for department-wide financial issues, systems and procedures and, within the decentralized context of the department, provides financial management advice and guidance to regional and provincial offices.
- Administration and Technical Services is responsible for the development of monitoring of administrative policies, and for providing advice on administrative matters. In addition, the Branch provides for Headquarters a full range of specialized administrative services in such areas as material and property management, records management, contracts, submissions, text processing services, and library services.
- Management Information and Computer Services is responsible for obtaining user specifications, developing and operating computer related management information systems as well as providing programming support to the various analytical functions of Planning and Co-ordination.

Office of the Deputy Minister

In co-operation with the Assistant Deputy Ministers, the office of the Deputy Minister is responsible for matters such as parliamentary relations and the final preparation of correspondence for the signature

Regional Economic Expansion

of the Minister or Deputy Minister. It also provides general staff support to the Deputy Minister.

Regional Offices

Regional Offices oversee the planning, implementation and administration of all departmental activities in their respective regions. As such, they normally include the following components:

- Regional Development, which identifies industrial projects and major development opportunities throughout the region and works with other federal government departments, the provinces and private industry in attempting to realize them;
- Regional Analysis, which maintains an overview of regional economic circumstances;
- Industrial Incentives, which processes major incentives applications forwarded by the provincial offices;
- Program Co-ordination and Technical Services, which co-ordinates departmental activities among the various provinces of the region and provides technical advice;
- Administration and Program Services, which includes legal, financial, personnel, administrative and data services; and
- Regional Communications, which plans and implements regional public information programs and supports provincial information activities.

Provincial Offices

These offices are located in the provincial capital cities. In Ontario, where the regional headquarters and the provincial offices are combined in Toronto, many of the provincial office functions are performed by a major branch office in Thunder Bay.

Provincial offices generally include the following units:

- Development and Analysis, which works closely with the provincial government concerned in analyzing economic conditions and identifying and pursuing development opportunities in the province;
- Industrial Incentive, which processes all incentives applications for projects in the province;
- Financial and Administrative Services; and
- Communications.

Branch Offices

There are also a number of DREE branch offices located across the country. These offices service local needs and provide on-the-spot assessment of specific projects and activities.

Departmental Programs

The Department's mandate is carried out in large part through General Development Agreements, which are federal-provincial agreements outlining a basic strategy for regional development in each province; regional development incentives, which create opportunities for employment by encouraging business and industry to establish, expand or modernize their facilities in certain slow-growth areas; and other programs which provide assistance to areas requiring special measures.

General Development Agreements

Each part of Canada has its own set of development opportunities and problems; the needs and priorities of one region, even within a province, are not necessarily the same as those of another.

Recognizing this, in 1974 DREE and nine provincial governments entered into 10-year General Development Agreements (the GDAs). Each agreement outlines the broad objectives and opportunities for development in a particular province. (Prince Edward Island had already, in 1969, signed a 15-year Comprehensive Development Plan similar to the GDA.)

The GDA has been the principal instrument of DREE's regional development policy, not only in expenditure terms, but also as the primary means for co-ordinated planning and programming with the provinces in the search for viable economic development opportunities.

The GDA does not state specifically what has to be done, nor the means of doing it. Rather, it sets out areas of opportunity and concern, and is, in effect, an enabling document designed to permit the signing governments to identify and encourage particular economic development projects.

Each GDA provides for subsidiary agreements, which are specific in nature. In these the program details are defined: the objectives, cost, and means of implementation. Included also is provision for monitoring and evaluation to ensure consistency with the overall GDA objectives.

Subsidiary agreements are often co-signed, cost-shared, and co-managed by other federal departments in co-operation with DREE and the provincial governments concerned. In almost all cases, other federal departments aid in drawing up the agreements and defining initiatives.

Regional Development Incentives Program

DREE's second major development program is administered under the Regional Development Incentives Act (RDIA) and the Department of Regional Economic Expansion Act (DREE Act). The purpose of the program is to create jobs and to encourage capital investment. The program provides financial assistance in the form of incentive grants and loan guarantees to business and industry willing to establish, expand or modernize their facilities in certain designated regions of the country.

Under the DREE Act, a Montreal Special Area was created in 1977 aimed at stimulating investments in selected high-growth manufacturing industries. This program was amended in 1980 to cover a broader geographical area and to include the research sector as an eligible industrial activity.

Other Programs

Prairie Farm Rehabilitation Act (PFRA)

The Prairie Farm Rehabilitation Administration, with headquarters in Regina, Saskatchewan, began in 1935 and was incorporated into DREE when the department was established in 1969.

PFRA conducts ongoing projects to develop and promote improved water supply, tree culture, farming methods and land utilization in the low-precipitation areas of Manitoba, Saskatchewan and Alberta. These programs are designed to combat drought and soil drifting and to bring greater economic stability to these provinces.

Regional Economic Expansion

PFRA operations represent a significant part of DREE activity in the prairie provinces.

Special ARDA Agreements

These agreements, entered into under the Agricultural and Rural Development Act (ARDA), involve special programs to ensure that rural residents, particularly those of native ancestry, are able to benefit from rural development programs in terms of increased employment and income, and better living conditions.

Special ARDA agreements are administered by a committee made up of representatives of the provincial or territorial government, the federal government, and native residents of the communities involved.

The Prince Edward Island Comprehensive Development Plan

This 15-year development agreement was signed by Canada and Prince Edward Island in 1969, under the authority of the Fund for Rural Economic Development Act.

The plan has provided for development programming in a number of economic sectors where opportunities exist, as well as for infrastructure and other types of support activities such as product and market development, land adjustment, community development, urban core redevelopment, school construction, and upgrading and expansion of the transportation system. In 1981, the federal government announced a three-year program for the economic development of P.E.I. The program includes a cost-sharing agreement with the province for the third and final phase of the Comprehensive Development Plan and a federal development strategy that provides for co-ordinated implementation of federal programs designed for P.E.I.

Magdalen Islands Special Area

Because of their regional remoteness, pronounced lack of raw materials and poorly diversified economy based mainly on fishing, the Magdalen Islands have a very high rate of chronic unemployment. In an attempt to stimulate economic growth in the islands, DREE has designed a development program, drawn up through the close co-operation of the local community and other federal departments. To reduce unemployment and slow down the exodus of people from the region, DREE will spend \$13.8 million over a four-year period on various economic studies and fisheries, transportation and industrial development projects aimed at diversifying the economic base and creating stable jobs.

Other Initiatives

Investment Tax Credit

A regionalized investment tax credit system was introduced in the budget of 1977 to stimulate relatively more investment in the DREE designated regions. The program permits a deduction from federal tax in respect of the acquisition of qualified depreciable property to be used in manufacturing or processing, farming, fishing, logging, production of minerals, oil and gas and the storage of grain. The investment tax credit rates are 20 percent of eligible investment in the Atlantic provinces and Gaspé regions, 10 percent in other designated regions and 7 percent elsewhere. Special credits apply to scientific research expenditures.

Special Investment Tax Credit

A 50 per cent Special Investment Tax Credit was announced in the October, 1980 federal budget on the recommendation of the DREE Minister. The credit is available mainly in those areas of the country that contain the five percent of the population suffering the most from

high family unemployment and low per-capita income. It therefore complements the 10 percent and 20 percent federal investment tax credits available in other DREE-designated regions. The 50 percent credit applies to the eligible costs of assets acquired for use primarily in a manufacturing or processing activity, and it is claimed as a reduction of federal income tax payable.

Industry and Labour Adjustment Program (ILAP)

This program, which began in 1980, is a three year, \$350 million interdepartmental undertaking directed to those communities suffering most from current problems of industrial adjustment. DREE has played an active role in the program through participation on federal committees responsible for the general administration of the fund, and membership on community adjustment committees which act as advisory bodies concerning community economic and social redevelopment needs. The purpose of ILAP is to promote industrial restructuring and labour adjustment in communities that have recently experienced large-scale industrial dislocation that has resulted in a significant increase in the level of community unemployment.

Local Economic Development Assistance (LEDA)

The Local Economic Development Assistance program was established in September 1980 to assist small and medium-sized communities experiencing slow growth and persistently high levels of unemployment to play a direct and active role in stimulating private sector employment through local enterprise. By the end of the 1980-81 fiscal year, the Ministers of DREE and Employment and Immigration had selected 13 communities across Canada for grants which will enable them to design detailed plans for local economic development. These communities are: Botwood, Newfoundland; Arichat, Nova Scotia; O'Leary, Prince Edward Island; Buctouche, New Brunswick; the Magdalen Islands, Maniwaki and Matapédia, Québec; Fort Frances and Kirkland Lake, Ontario; Brandon and Winnipeg, Manitoba; North Battleford, Saskatchewan; and Merritt, British Columbia.

General Information

The Department of Regional Economic Expansion makes available, on a continuing basis, considerable information to the public through several channels. These channels are open to receive and respond to informal requests for information, that is, requests which are not formal requests for records under the Access to Information Act. Chief among the informal channels of communications are:

- Departmental officials, who regularly provide information to the business community, the news media, etc.
- The Communications Branch, which conveys information about the department and its activities through news releases, publications, specialized promotional services, advertising and regular contact with the news media.
- The Departmental Library, which maintains a wide variety of publications and reference works. These include such things as books, periodicals, pamphlets and reports. The library is open for purposes of research to business people, members of the academic community at the graduate level or higher, and officials of the Department of Regional Economic Expansion and other federal government institutions. The library is located at:

Library
Department of Regional Economic Expansion
235 Queen Street, 3rd Floor West
Ottawa, Ontario
K1A 0H5

Regional Economic Expansion

Telephone: (613) 992-4947

Regional, Provincial and Branch Offices

National Headquarters

235 Queen Street, 3rd Floor East
Ottawa, Ontario
K1A 0H5

Telephone: (613) 996-0464

Atlantic Regional Office

Assumption Building
770 Main Street, 14th Floor
P.O. Box 1210
Moncton, B.C.
E1C 8P9

Telephone: (506) 388-6400

Nfld. Provincial Office

90 O'Leary Avenue
P.O. Box 8950
St. John's, Nfld.
A1B 3R9

Telephone: (709) 772-4053

Branch Office
P.O. Box 730, Station A
Goose Bay Airport
Goose Bay, Nfld.
A0P 1S0

Telephone: (709) 896-2741

N.B. Provincial Office

Armstrong Building
590 Brunswick Street
P.O. Box 578
Fredericton, N.B.
E3B 5A6

Telephone: (506) 452-3103

Branch Office
Keystone Place
270 Douglas Avenue
Bathurst, N.B.
E2A 3Z6

Telephone: (506) 548-8907

P.E.I. Provincial Office

Confederation Court Mall
134 Kent Street
P.O. Box 1115
Charlottetown, P.E.I.
C1A 7M8

Telephone: (902) 892-8551

Branch Office
Waterfront Mall
98 Water Street
P.O. Box 126
Summerside, P.E.I.
C1N 4P6

Telephone: (902) 436-3118

N.S. Provincial Office

Queen Square
45 Alderney Drive, 11th floor
P.O. Box 1320
Dartmouth, N.S.
B2Y 4B9

Telephone: (902) 426-2018

Branch Office
Co-operators Building
66 Wentworth Street, Main floor
Sydney, N.S.
B1P 6T4

Telephone: (902) 539-1842

Quebec Regional Office

Stock Exchange Tower
800 Place Victoria
P.O. Box 247
Montreal, P.Q.
H4Z 1E8

Telephone: (514) 283-7907

Quebec Provincial Office

Claridge Building
220 Grande Allée E., Suite 820
Quebec, P.Q.
G1R 2J1

Telephone: (418) 694-4790

Branch Offices

170 St. Joseph Street South
Alma, P.Q.
G8B 3E8

Telephone: (418) 668-3084

Place de Québec
888 3rd Avenue
Val d'Or, P.Q.
J8P 5E6

Telephone: (819) 825-5260

180 Gouverneurs, 3rd Floor
Rimouski, P.Q.
G5L 8G1

Telephone: (418) 722-3282

1335 King Street W., Suite 401
Sherbrooke, P.Q.
J1J 2B8

Telephone: (819) 565-4264

225 Des Forges Street, 2nd floor
Pollack Building
Trois-Rivières, P.Q.
G9A 2G7

Telephone: (418) 374-5544

Place de Centre
150 Marchand Street, Room 502
Drummondville, P.Q.
J2C 4N1

Regional Economic Expansion

Telephone: (819) 478-3333

Ontario Regional Office

55 St. Clair Avenue E., 7th floor
Toronto, Ontario
M4T 1M2
Telephone: (416) 966-6004

N.W. Ontario District Office

Court Holding Building
233 South Court Street
Thunder Bay, Ontario
P7B 2X9
Telephone: (807) 344-6411

N.E. Ontario District Office

Royal Bank Tower
128 Larch Street, Suite 603
Sudbury, Ontario
P3E 5J8
Telephone: (705) 675-0711

Western Regional Office

Bessborough Tower, Room 814
601 Spadina Cres. E.
Saskatoon, Saskatchewan
S7K 3G8
Telephone: (306) 665-4400

Northwest Territories Office

Precambrian Building, 10th floor
P.O. Bag 6100
Yellowknife, N.W.T.
X1A 1C0
Telephone: (403) 873-6225

Manitoba Provincial Office

400-3 Lakeview Square
P.O. Box 981
Winnipeg, Manitoba
R3C 2V2
Telephone: (204) 949-4090

Branch Office
Evergreen Place
74 Caribou Road
Thompson, Manitoba
R3N 0L3
Telephone: (204) 677-9890

Alberta Provincial Office

Cornerpoint Building
10179 - 105th Street, 4th floor
Edmonton, Alberta
T5J 1E2
Telephone: (403) 420-3325

Saskatchewan Provincial Office

1955 Smith Street, 4th floor

Regina, Saskatchewan
S4P 2N8
Telephone: (306) 359-6110

Branch Office
4-184 South Industrial Drive
P.O. Box 2407
Prince Albert, Saskatchewan
S6V 7G3
Telephone: (306) 763-6844

Prairie Farm Rehabilitation Administration

DREE
Motherwell Building
1901 Victoria Avenue
Regina, Saskatchewan
S4P 0R5
Telephone: (306) 359-5070

B.C. Provincial Office

Bank of Commerce Building
1175 Douglas Street
Victoria, B.C.
V8W 2E1
Telephone: (604) 388-0198

Branch Office
706 Permanent Tower
299 Victoria Street
Prince George, B.C.
V2L 5B8
Telephone: (604) 562-4451

Yukon Office

301-108 Lambert Street
Whitehorse, Yukon
Y1A 1Z2
Telephone: (403) 668-4655

Access Procedures

Persons wishing to exercise their rights under the Access to Information Act for records under the control of the Department are required to submit their requests to the Co-ordinator, Access to Information and Privacy. All such requests should be made in writing to:

The Co-ordinator
Access to Information and Privacy
Department of Regional Economic Expansion
235 Queen Street, 3rd floor East
Ottawa, Ontario
K1A 0H5
Telephone: (613) 996-0464

Industrial Incentives Branch Operational Planning Division

The Division provides guidance on the planning and operation of the Regional Development Incentives Program (RDIP) as well as policy advice on industrial matters concerning DREE or other Departments, issues operational guidelines for the RDIP and monitors adherence across the country.

Regional Economic Expansion

Manuals

- Regional Development Incentives Program Manual - Vol. A.1
- Departmental Incentives Data System Operations Manual

Classes of Records

DREE-10

Incentives

Description: This class covers information relating to planning and operation of the Regional Development Incentives Program (RDIP) and policy advice on industrial incentives matters concerning DREE and other Departments. *Topics:* Policy; Operating Guidelines; Legislative Reviews; Designated Regions; Industrial Promotion; Requests for Assistance; Departmental Incentives Data System (DIDS) detailing disposal of individual incentives applications; Double Depreciation for New Products. *Special Access Note:* Computer system (DIDS) arranged by company on individual name, province, location and standard industrial classification.

DREE-20

Incentives - Operational Planning

Description: This class covers information relating to development, implementation, monitoring, evaluation and modification of the decentralized incentives program. *Topics:* Research, surveys and studies relating to impact of incentives programs completed, rejected or discontinued projects, equity investment; Assessment of Industrial Policies; Program Proposals; Program Monitoring; Program Evaluation; Special Investment Tax Program.

Incentives Evaluation and Loan Guarantees Division

The Division reviews incentive case files, including loan guarantees and is responsible for all recovery actions involving incentives cases which fail to meet statutory requirements or other conditions.

Manuals

- Regional Development Incentives Program Manual - Volume A.1

Classes of Records

DREE-30

Incentive Case Files

Description: This class covers information relating to individual applicants for grants and repayable development incentives from the initial application to the final decision. *Topics:* Application Forms; Letters of Offer; Letters of Acceptance; Letters of Withdrawal; Status Reports; Audit Reports; Decisions; Correspondence with Applicant; Other Sources of Information. *Special Access Notes:* Individual case files under the Regional Development Incentives Act (RDIA) created and retained in provincial offices where application initiated; individual case files under the old Area Development Incentives Act (ADIA) retained at Headquarters.

DREE-40

Incentives - Loan Guarantees

Description: This class covers information relating to loans to industries from selected lending institutions, guaranteed by the Department. *Topics:* Policy; Provincially Sponsored Projects; Lending Institutions; Prospective Applicants; Individual Loan Guarantee Case Files including application forms, status reports and correspondence with applicants; Loan Guarantees Summaries and Reports. *Special*

Access Notes: Individual loan guarantee case files created and retained in Headquarters.

DREE-50

Incentives - Recovery

Description: This class covers information relating to a collection of debts due to the Crown from contraventions to the Regional Development Incentives Act (RDIA) or the Area Development Incentives Act (ADIA) and the Regional Economic Expansion Act, as well as a collection of repayable incentives. *Topics:* Deletion of debts due to Crown; Statistical reports and summaries of RDIA and ADIA case load of recovery cases. *Special Access Notes:* Correspondence regarding individual recovery cases is placed on the incentive case files which are located in the Provincial offices.

DREE-60

Regional Development Incentives Advisory Board

Description: This class covers information relating to recommendations to the Minister concerning directives, guidelines and other instruments used in the administration and assessment of the individual incentives program, the disposition of specific loan guarantee applications and the disposition of specific grant application. *Topics:* Agenda; Minutes of Meetings; Operating Guidelines and Procedures; Weekly Status Reports.

DREE-70

Pulp and Paper Modernization Program Advisory Group

Description: This class covers information relating to the review, prior to ministerial approval, of all incentive recommendations of the joint federal-provincial management committee which administers the implementation of each pulp and paper modernization subsidiary agreement. *Topics:* Agenda; Minutes of Meetings; Operating Guidelines and Procedures; Recommendation Reports of Management Committee; Executive Summary Reports.

Prairie Farm Rehabilitation Administration (PFRA)

The Prairie Farm Rehabilitation Administration began in 1935 and was incorporated into DREE in 1969. It provides ongoing programs and projects to conserve and develop to soil and water resources of Manitoba, Saskatchewan and Alberta. These activities are designed to develop and promote improved systems of farm practice, tree culture, water supply and land utilization that will result in greater economic security for residents of the areas. PFRA is also responsible for the administration of the Agricultural Service Centres program for the development of water supply and sewage disposal systems in selected prairie communities and the implementation aspects of the Canada-Saskatchewan Interim Subsidiary Agreement on Water for Regional Economic Expansion and Drought Proofing.

Classes of Records

DREE-80

Agricultural Service Centres Agreements (ASCA) Program

Description: This class covers information relating to the provision of financial and technical assistance for the construction of municipal water and sewer facilities in designated communities in the prairie provinces. *Topics:* Policy; Agreements; Financial Planning; Implementation Committee; Loan Amortization Reports; Individual Project Files; Individual Service, Supply and Construction Contract file related to each individual project file.

Regional Economic Expansion

DREE-90

Land Use Program - Community Pastures

Description: This class covers information relating to the operation and administration of PFRA community pastures relating to the conservation of land resources, the reduction of the impact of drought, the stabilization of western beef breeding herds, the improvement in the quality of beef cattle and the provision of supplemental grazing for farmers. *Topics:* Pasture Agreements; Agreements; Community Pastures on Indian Reserves and in NWT; Cattle Brands; Pasture Breeding Services; Wildlife Control; Control of Pests by the Application of Pesticides and Herbicides; Animal Health; Land Purchase Program; Pasture Improvements; Ecology and Preservation of Grasslands; Land Development Program; Dugout Excavation and Dugout Enlargement; Grazing Applications and Allotment Notices; Individual Service, Supply and Construction Contract; files related to each individual project file.

DREE-100

Water Development Program

Description: This class covers information relating to the provision of financial and technical assistance to individuals and communities for the development of water and land resources, the establishment of on-farm and community water supplies including dugouts, stockwatering dams and irrigation schemes as well as farm wells, the provision and distribution of tree seedlings and cuttings to farmers and government agencies. *Topics:* Community Wells Program, Agreements; Dugouts and Small Dams; Irrigation; Submissions for Community Projects; Farm Well Program; Individual Project files; Applications for Water Development Grants.

DREE-110

Engineering Services Projects

Description: This class covers information relating to the investigation, planning, design, construction and maintenance of various works pertaining to water development, irrigation and infrastructure programs in the prairie provinces, the provision of technical assistance to other federal departments and provincial governments with respect to water resource planning and management. *Topics:* Agreements; Community Wells Program; irrigation; drainage and flood control; dam maintenance; engineering assistance; safety inspection and investigation; individual project files; individual service, supply and construction contracts related to each individual project file.

DREE-120

South Saskatchewan River Project

Description: Information on the construction, operation and maintenance of the Gardiner and Qu'Appelle River Dams forming Lake Diefenbaker in accordance with an agreement between Canada and Saskatchewan dated July 25, 1958. *Topics:* Policy; agreement; damage claims and adjustments; educational arrangements; photography; publicity; inaugural ceremonies; water analysis; buildings and lands; equipment; finances; personnel; development boards; contracts; dams and reservoirs; irrigation; power facilities; recreational facilities; reports on climate, economics, engineering, power, soils and recreational features.

DREE-130

Southwest Saskatchewan Irrigation Projects

Description: Information on the construction of 27 water storage reservoir and six irrigation projects in southwest Saskatchewan. Four of the reservoirs have been turned over to the province while the remainder continue to be maintained and operated by PFRA. The irrigation projects are located at Consul, Eastend, Maple Creek, Rush Lake, Val Marie and West Val Marie. *Topics:* Assignments and agreement for sale of land; letters patent; drainage; leases; application for land; spring runoff records; land levelling; letters to debtors;

individual project files; individual construction contract files related to the project files.

DREE-140

Alberta Irrigation Rehabilitation Program

Description: Information on the Alberta Irrigation Rehabilitation Agreement of 1973 providing for the transfer to Alberta of Canada's interest in the St. Mary and Bow River irrigation projects and for financial contributions by Canada for the rehabilitation of irrigation works in Alberta. *Topics:* Implementation Board; Agreements; Finance; Drainage; Irrigable Areas; Land; Individual project files; Individual Service, Supply and Construction Contracts; related to each individual project file.

DREE-150

Assiniboine River Diking Program

Description: This class covers information relating to the construction of a system consisting of about 160 km of dikes to control flooding along the Assiniboine River between la Prairie and Winnipeg and the operation and maintenance of these dikes. *Topics:* Advisory Board Agendas and Minutes of Meetings; Property and Land Committee of the Advisory Board; Saskatchewan Lands Tripartite Committee of the Advisory Board; Cost Sharing Committee of the Advisory Board; Land; Individual Service, Supply and Construction Contract files.

DREE-160

Demonstration Farm

Description: This class covers information relating to the operation of the Demonstration Farm at Outlook, Sask. which is a focal point within the South Sask. River Irrigation Project and where management techniques can be evaluated for a wide range of new and established crops. It provides specialized information to the agricultural industry on irrigation, drainage, special crops, fertilizers, weed control and special equipment. *Topics:* Vegetable Project Committee; Reports on Various Crops; Land.

DREE-170

Tree Nursery Program

Description: This class covers information relating to the operation of the Tree Nursery at Indian Head, Sask., established in 1902 by the Department of the Interior and transferred to PFRA in 1963. The program involves the production and distribution of tree seedlings for farmstead and field shelterbelt plantings throughout the prairie provinces. *Topics:* Water Supply; Roads and Utilities; Irrigation; Buildings; Landscaping; Domestic Water Agreement with Town of Indian Heads Land; Shelterbelts; Tree Distribution Policy.

Fund for Rural Economic Development Program (FRED)

This comprehensive rural development program consists of several development projects designed to promote the social and economic development of a special rural development area and to increase income and employment opportunities and raise living standards in the area, and that makes provision for participation by residents of the area in the carrying out of the program.

Classes of Records

DREE-180

Prince Edward Island Comprehensive Development Plan (07/03/69 to 31/03/84)

Description: This class covers information relating to the creation of conditions in which the people of P.E.I. can develop their own

Regional Economic Expansion

economic enterprises, raise per capital income and local equity and create jobs, while maintaining the unique island environment. *Topics:* Evaluation; Joint Federal-Provincial Advisory Board; Management Group; Agriculture; Land Use Planning; Surveying, Mapping and Land Titles; Soil and Water; Tourism and Recreation; Voluntary Institution Support Services; Forestry; Fisheries; Primary and Secondary Education; Post-Secondary Education; Adult Education and Vocational Training; Housing; Transportation; Urban Services and Development; Resource Highways; Collector Highway; Conversion of Single-Phase Power Transmission; Industrial Waste Disposal and Water Supply; Manufacturing and Processing; Market Development and Short Term Credit; Supply of Power; Administrative Development; Government Staff Development and Training; Public Education, Counselling and Community Involvement; Project case files under the programs.

DREE-190 Mactaquac, New Brunswick, Development Plan 1966-1976

Description: This class covers information relating to the development of recreational facilities and forestry by attracting private capital and assisting in vocational and technical training; and the development of a service and resource centre on the north bank of the Saint John River. *Topics:* Federal-Provincial Committee; Provincial Government Schools; Counselling; Land Bank; Resource Management; Recreation; Townsite Development-Nackawick; Industrial Site Development; Administration; Individual project case files under the programs.

DREE-200 Northeast New Brunswick Development Plan 1966-1976

Description: This class covers information relating to the creation of new productive jobs in industries such as forestry fisheries, mining and tourism and provision of assistance to facilitate social adjustment through improvements in educational facilities and training programs, housing, municipal and industrial infrastructure, and transportation facilities and services. *Topics:* Federal-Provincial Committee; Manpower Skill Training; General Counselling; Land Use Adjustment; Housing; Farm Land Improvement; Fisheries Development; Transportation; Recreation; Employment Opportunities; Industrial Development Services; Employment Development Activities; Industrial Infrastructure; Education; Urbanization; Social Adjustment Services; Land Ration, Consolidation and Development; Administration, Evaluation and Public Information; Ongoing Programs; Programs under the Original Agreement; Land Use; Project case files under the programs.

DREE-210 Development Plan for the Region of the Lower St. Lawrence, Gaspé and the Madeleine Islands

Description: This class covers information relating to the modernization of the basic traditional sectors: agriculture, fishing and forestry. The creation of new dynamic activities to absorb the man-power freed by the modernization of traditional sectors. The placing of infrastructure and a coherent institutional framework adapted to the requirements of a concrete policy for regional development. *Topics:* Development Committee; Land Rearrangement; Improvement of Agricultural Administration; Production Development; Secondary Rationalization; Forestry Rearrangement; Purchases of Seignior and Concession Rights; Forestry Restoration and Retimbering; Development of Fishing Centres; Fishing Development; Co-ordination Group; Mine Access Roads; Mining Exploration; Touristic Stations and Halting-Places; Reception Structures; Salmon Rivers; Cultural Touristic Development; Regional Business Auto Development; Industrial Parks; Craftmen; Rationalization of Urban Structures; Urban Infrastructure; Housing Aid; Touristic Road System; Regional Road System; Ferry Boats; Transport Study; Rehabilitation and Valorization; Urban Incitement; Health Equipment and Social Services;

Performance Structure; Consultation; Evaluation and Programming; Civil Servant Formation.

DREE-220 Manitoba Interlake Development Plan (16/05/67 to 31/04/77)

Description: This class covers information relating to the improvement of educational facilities, providing adjustment programs for agriculture and fisheries and development of some of the infrastructure of the area. *Topics:* Area Development Boards; Education; Manpower; Agriculture; Fisheries; Roads; Recreation; Industrial Park (Selkirk); Evaluation; Water Control; Farm Water Services; Land Clearing and Adjustment; Interlake Veterinary Clinics; Training; Project case files under the programs.

Special Areas Agreements Program

The Program acts as an indirect inducement to draw industry to existing and potential regional growth centres by providing the infrastructure required to make these centres more attractive locations.

Classes of Records

DREE-230 Newfoundland Special Areas and Special Highways Agreement

Description: This class covers information relating to the provision of infrastructures and social adjustments in designated slow-growth areas of the province of Newfoundland. *Topics:* Liaison Committee; St. John's; Come-By-Chance; Burin; Grand Falls - Gander; Stephenville; Corner Brook; Hawke's Bay - Port Au Choix; Happy Valley; Roads Outside Special Areas; Special Highways; Individual project case files.

DREE-240 Nova Scotia Special Areas and Special Highways Agreement

Description: This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of Nova Scotia. *Topics:* Liaison Committee; Strait of Canso; Halifax-Darmouth; Highways; Special Highways; Individual project case files.

DREE-250 New Brunswick Special Areas Agreement (03/04/70 to 31/12/76) and Special Highways Agreement (01/04/71 to 31/03/75)

Description: This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of New Brunswick. *Topics:* Liaison Committee; Moncton; Saint John; Highways; Special Highways; Individual project case files.

DREE-260 Agreement with the Province of Quebec regarding Special Areas

Description: This class covers information relating to agreements conceived in order to carry out the programs of social recovery and the placing of infrastructures in the zones of weak-growth in the Province of Québec. *Topics:* Performance Committee; Development Committee; Sainte-Scholastique - zone of the new International Airport of Montreal; Saguenay - Lake St. John; Québec City; Trois-Rivières; Sept-Iles - Port Cartier; Individual project files.

DREE-270 Manitoba Special Areas Agreement

Description: This class covers information relating to the provision of

Regional Economic Expansion

infrastructure and social adjustment programs in designated slow-growth areas of the province of Manitoba. *Topics:* Liaison Committee; The Pas; Street Construction; Sewer and Water; Fire Protection; Schools; Public Buildings; Roads; Housing; Individual project case files.

DREE-280

Saskatchewan Special Areas Agreement

Description: This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of Saskatchewan. *Topics:* Liaison Committee; Meadow Lake; Individual project case files.

DREE-290

Alberta Special Areas Agreement

Description: This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of Alberta. *Topics:* Liaison Committee; Lesser Slave Lake; Individual project case files.

Agricultural and Rural Development Act (ARDA) 3rd Agreement (01/04/70 to 31/03/75)

The agricultural and Rural Development Act researches, formulates, implements and finances programs for the more effective use of lands; for the conservation and development of soil and water resources in rural areas; and for the development of new opportunities for increased income and employment and for improving standards of living for rural people.

Classes of Records

DREE-300

Canada-Newfoundland Rural Development Agreement (01/04/70 to 31/03/75)

Description: This class covers information relating to assisting in the development of fishery promoting more efficient use and development of rural lands; assisting in the development and conservation of water supplies; improving of soil and helping people with related problems of adjustment. *Topics:* Joint ARDA Committee; Agriculture Support and Farmland Improvement; Other Primary Activities and Manufacturing; Tourism, Recreation and Wildlife; Soil and Water Conservation; Other Programs; Individual project case files under the program.

DREE-310

Canada-Nova Scotia Rural Development Agreement (01/04/70 to 31/03/75)

Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; improvement of soil and help to people with problems of adjustment. *Topics:* Joint ARDA Committee; Agriculture Support and Farmland Improvement; Other Primary Activities and Manufacturing; Tourism, Recreation and Wildlife; Soil and Water Conservation; Other Programs; Individual project case files under the programs.

DREE-320

Canada-New Brunswick Rural Development Agreement (01/04/70 to 31/03/75)

Description: This class covers information relating to the creation of

new opportunities for increased income and employment of people; the promotion or more efficient use and development of rural lands; the development and conservation of water supplies; improvement of soil and help to people with problems of adjustment. *Topics:* Joint ARDA Committee; Agriculture Support and Farmland Improvement; Other Primary Activities and Manufacturing; Tourism, Recreation and Wildlife; Soil and Water Conservation; Other Programs; Individual project case files under the programs.

DREE-330

Canada-Quebec Rural Development Agreement (02/04/70 to 31/03/75)

Description: This class covers information relating to the rationalization of land usage; the conservation and exploitation of water and land resources; the creation of new employment possibilities; better revenue and the improvement of lifestyle for the rural population. *Topics:* Development Committee; Performance Committee; Agricultural Program; Forestry Program; Tourism Program; Mining Program; Industrial Infrastructure; Technical Assistance; Individual project files for each program.

DREE-340

Canada-Ontario Rural Development Agreement (01/04/70 to 31/03/75 and 01/04/75 to 31/03/79)

Description: This class covers information relating to promoting economic development and alleviating conditions of social and economic disadvantages in certain rural areas of the province. *Topics:* Joint ARDA Committee; Research; Land Use and Farm Adjustment; Rehabilitation; Rural Development Field Services; Alternative Employment and Income Opportunities; Public Information Services; Individual project case files under the programs.

DREE-350

Canada-Manitoba Rural Development Agreement (01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)

Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; improvement of soil and help to people with problems of adjustment. *Topics:* Joint ARDA Committee; Farm Diversification; Community Affairs; Farm Water Services; Wilson Creek Watershed; Veterinary Clinics; Comprehensive Soil and Water Conservation; Groundwater Investigations; Grassland Sheep Management; Aquifer Recharge Research; Individual project case files under the program.

DREE-360

Canada-Saskatchewan Rural Development Agreement (01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)

Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; improvement of soil and help to people with problems of adjustment. *Topics:* Joint ARDA Committees; Land Use; Water Development; Human Development; Livestock Development; Individual project case files under the program.

DREE-370

Canada-Alberta Rural Development Agreement (01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)

Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; improvement of soil and help to people with problems of adjustment. *Topics:* Joint

Regional Economic Expansion

ARDA Committee; Private Range Land Improvement; Public Range Land Improvement; Grazing Reserves Development; Forage Crop Improvement; Livestock Water Supply; Veterinary Clinics; Alternate Land Use; Forest Lands Improvement; Rural Information; Marketing Research; Evaluation; Individual project case files under the program.

DREE-380

Canada-British Columbia Rural Development Agreement (01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)

Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; improvement of soil and help to people with problems of adjustment. *Topics:* Joint ARDA Committee; Research; land Use and Farm Adjustment; Rural Development Services and Training; Soil and Water Conservation; Individual project case files under the program.

Agricultural and Rural Development Act (ARDA) - Special Agreement

The Special ARDA agreements involve special programs to ensure that rural residents, particularly those of native ancestry, are able to benefit from rural development programs in terms of increased employment and income, and better living conditions.

Classes of Records

DREE-390

Canada-Manitoba Special Rural Development Agreement (01/04/71 to 31/03/85)

Description: This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly of Indian ancestry in rural areas. *Topics:* Special ARDA Committee; Remote Rural Communities Program; Area Employment Training Program; Commercial Undertakings Program; Administration; Individual project case files under the programs.

DREE-400

Canada-Saskatchewan Special Rural Development Agreement (01/04/71 to 31/03/82)

Description: This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly of Indian ancestry in rural areas. *Topics:* Special ARDA Committee; Remote Rural Communities Program; Area Employment Training Program; Primary Producing Activities Program; Commercial Undertakings Program; Administration; Individual project case files under the programs; Social Adjustment Measures; Related Infrastructure.

DREE-410

Canada-British Columbia Special Rural Development Agreement (01/04/71 to 31/03/82)

Description: This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly of Indian ancestry in rural areas. *Topics:* Special ARDA Committee; Remote Rural Communities Program; Area Employment Training

Program; Primary Producing Activities Program; Commercial Undertakings Program; Administration; Individual project case files under the programs.

DREE-420

Canada-Yukon Special Rural Development Agreement (05/06/78 to 31/03/82)

Description: This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly of Indian ancestry in rural areas. *Topics:* Special ARDA Committee; Related Infrastructure Program; Social Adjustment Measures Program; Primary Producing Activities Program; Commercial Undertakings Program; Administration; Individual project case files under the programs.

DREE-430

Canada-Northwest Territories Rural Development Agreement (16/06/77 to 31/03/82)

Description: This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly of Indian ancestry in rural areas. *Topics:* Special ARDA Committee; Related Infrastructure Program; Social Adjustment Measures Program; Primary Producing Activities Program; Commercial Undertakings Program; Administration; Individual project case files under the programs.

Canada-Newfoundland General Development Agreement

The objective of this agreement is to increase the number and quality of long-term employment opportunities in Newfoundland and to improve access to those opportunities while permitting people to enjoy improved living standards.

Classes of Records

DREE-440

Highways - 1974-75 Subsidiary Agreement (28/05/74 to 31/03/75)

Description: This class covers information relating to highway investments required to improve the economic and socio-economic development of Newfoundland. *Topics:* Management Committee; Burgeo Road; St. Lawrence to Lawn; Bay d'Espoir Highway; Northern Peninsula Highway; La Scie Road; Individual project case files under the programs.

DREE-450

Fisheries Marine Service Centre Program Subsidiary Agreement (15/10/74 to 31/03/78)

Description: This class covers information relating to the more extensive and effective use of multi-purpose boat technology. *Topics:* Management Committee; Marine Service Centre at Durrell; Marine Service Centre at Wesleyville; Marine Service Centre at Harbour Grace; Marine Service Centre at Bonavista; Marine Service Centre at Old Perlican; Isle aux Morts Project; Port Union Project; La Scie Project; Fogo Island Project; Southern Harbour, Placentia Bay; Englee Project; Mobile Barge Facility; L'Anse au Diable Project; Flowers Cove Project; Burgeo Project; St. Mary's Bay Project; Hermitage-Fortune Bay West Project; Individual project case files under the programs.

DREE-460

Special Fish Plant Water System Subsidiary Agreement (23/05/75 to 31/03/78)

Regional Economic Expansion

Description: This class covers information relating to help given to ensure quality maintenance of fish products, and to improve fish plant processing capacity. *Topics:* Management Committee; Water supply to fish plants: Port aux basques, Burnt Islands, Hermitage, Southern Harbour, St. Brides, Admiral's Beach, Valleyfield, Bay Bulls, New Harbour; Water supply to cannery and fish processing facilities - Little Bay Islands; Water supply to canneries - Newstead/Comfort Cove; Water supplies to fish handling facilities at various locations; Individual project case files under the programs.

DREE-470

Ocean Research and Development Subsidiary Agreement (23/05/75 to 31/03/80)

Description: This class covers information relating to simulating the development of marine technology and to foster the establishment of marine ice related industries and to insure that the business community becomes involved in marine resource development. *Topics:* Management Committee; NORDCO Limited; Individual project case files.

DREE-480

Highways 1975-76 Subsidiary Agreement (28/05/75 to 31/03/76)

Description: This class covers information relating to providing access to identified and potential resource development opportunities and reducing constraints on the realization of socio-economic development opportunities by improvements to the transportation system. *Topics:* Management Committee; Burgeo Road; Bonavista North Loop Road; Northern Peninsula Highway; Bay d'Espoir Highway; Baie Verte - La Scie; Individual project case files under the programs.

DREE-490

St. John's Urban Region Subsidiary Agreement (23/07/75 to 31/03/80)

Description: This class covers information relating to investments in the St. John's urban region to remove two major constraints to the development, and thereby permit growth of the urban region. *Topics:* Management Committee; St. John's Urban Region Water Supply; St. John's Harbour Arterial; Evaluation; Individual project case files under the programs.

DREE-500

Forestry Subsidiary Agreement (11/06/79 to 31/03/83)

Description: This class covers information relating to opportunities for expanding and diversifying Newfoundland's forest industries through the undertaking of labour-intensive forestry activities which will improve resource management. *Topics:* Management Committee; Acquisition of Forest Land; Forest Management; Harvesting and Utilization — Research and Development; Access Road Construction; Intensive Forest Inventories; Protection of Forest Resource; Forest Improvement; Administration of the Forest Resource; Site Rehabilitation; Stand Improvement; Cable Logging (Training); Company Projects; Evaluation; Individual project case files under the programs.

DREE-510

Gros Moine Park Area Development Subsidiary Agreement (28/05/74 to 31/03/81)

Description: This class covers information relating to the creation of new employment and income opportunities in the area through the development of the potential of the park and the insurance that local residents are able to take advantage of these opportunities. *Topics:* Management Committee; Planning Studies and Development Programs; Community Infrastructure; Road Construction; Technical Supervision and Related Expenses; Evaluation/Impact Studies; Individual project case files under the programs.

DREE-520

Highways - 1976-81 Subsidiary Agreement (22/05/76 to 31/03/81)

Description: This class covers information relating to the provision of access to identified and potential and resource development opportunities, and the reduction of constraints on the realization of other socio-economic development opportunities by improvements to elements of the transportation system. *Topics:* Management Committee; Burgeo Road; Bonavista North Loop Road; Bay d'Espoir Highway; Baie Verte-La Scie Road; Northern Peninsula Highway; Harbour Breton Highway; Program Evaluation; Baie-Verte Area Roads; Individual project case files under each programs.

DREE-530

Planning Subsidiary Agreement (22/06/76 to 31/03/82)

Description: This class covers information relating to federal financial contributions to assist Newfoundland in obtaining external professional resources and provincial staff to enable both governments to plan and implement, more effectively, joint development initiatives. *Topics:* Management Committee; External Staff and Services; Provincial Staff; Individual project case files under the programs.

DREE-540

Inshore Fisheries Development Subsidiary Agreement (22/06/76 to 31/03/81)

Description: This class covers information relating to the increase per capita income of inshore fishermen in Newfoundland and the increased employment and productivity in the processing sector of the fishing industry. *Topics:* Management Committee; St. Barbes North Facilities Improvement; Water Supply Systems for Fish Plants; Inshore Fisheries Marine Service Centres; Program Evaluation and Development Planning Studies; Individual project case files under the programs.

DREE-550

Labrador Interim Subsidiary Agreement (03/12/75 to 31/03/81)

Description: This class covers information relating to the assistance to the municipality of Happy Valley-Goose Bay to maintain its socio-economic viability following the substantial reduction of U.S. military operations at Goose Bay airport. *Topics:* Management Committee; Wabush Industrial Park; North West River Bridge; Happy Valley-Goose Bay Economic Development Corporation; Student Dormitory at Happy Valley Vocational School; Auxiliary Sewage Collection System and Out Fall Facility; Street Improvement in the Town of Happy Valley; Town of Happy Valley Neighbourhood Improvement Program; Program Evaluation; Capital Projects; Investigation; Public Information; Capital Projects; Investigation; Public Information; Project Management; Individual project case files under the programs.

DREE-560

Mineral Development Subsidiary Agreement (17/12/76 to 31/12/81)

Description: This class covers information relating to the development of Newfoundland's mineral resources by upgrading geoscientific data by providing a comprehensive inventory of known deposits, and by developing policies for mineral resource management. *Topics:* Management Committee; Regional Mineral Potential Evaluation; Mineral Development Strategies; Mineral Resource Management; Program Evaluation; Individual project case files under the programs.

DREE-570

Tourism Development Subsidiary Agreement (22/02/78 to 31/03/81)

Description: This class covers information relating to promoting the expansion and development of the tourism industry and increasing the net benefits from tourism by extending the length of the tourist season, increasing tourism related employment and increasing tourism spending. *Topics:* Management Committee; Marketing; Attractions;

Regional Economic Expansion

Package Tourism Development; Tourist Service Program; Accommodation; Planning, Co-ordination and Evaluation; Individual project case files under the programs.

DREE-580

Agriculture Development Subsidiary Agreement (14/07/78 to 31/03/83)

Description: This class covers information relating to supporting the growth of a viable agriculture industry through increased production, improvements in management and technical capabilities of farmers; improved marketing systems, effective land development and modern agricultural support services. *Topics:* Management Committee; Farm Development; Development Opportunities; Blueberry Industry Development; Marketing; Land-Use Planning; Land Development; Agricultural Facilities; Planning, Co-ordination and Evaluation; Individual project case files under the programs.

DREE-590

Rural Development Subsidiary Agreement (14/07/78 to 31/03/83)

Description: This class covers information relating to the strengthening and revitalizing of the rural sector of the province. *Topics:* Management Committee; Community Development; Rural Incentives; Crafts Industry Development; Program Evaluations and Information; Individual project case files under the programs.

DREE-600

Industrial Development Subsidiary Agreement (11/06/79 to 31/03/84)

Description: This class covers information relating to the development of employment opportunities; the development, expansion and increased efficiency of indigenous enterprises; the acceleration of the industrial development process in the province; the affecting of community infrastructure costs associated with the development of industrial and commercial enterprises. *Topics:* Management Committee; Country Road Industrial Park; Country Road Industrial Park Access Road; Stephenville Industrial Access Road; Program Evaluation; Individual project case files under the programs.

DREE-610

Stephenville Mill Conversion and Reactivation Subsidiary Agreement (11/06/79 to 31/03/81)

Description: This class covers information relating to the participation in the conversion and reactivation of the former Labrador Linerboard Limited manufacturing facility to facilitate socio-economic development and to improve the standard of living in the Stephenville area. *Topics:* Management Committee; Individual project case files under the programs.

DREE-620

Forestry 1981-86 Subsidiary Agreement

Description: This class covers information relating to maintaining and increasing the contribution of the forestry sector to the provincial and national economies and promoting the increased utilization of the forest resources. *Topics:* Management Committee; Silviculture; Forest Access Roads; Forest Protection; Forest Resource Inventory and Planning; Forest Industries Development; Evaluation; Individual project case files under the programs.

DREE-630

Pulp and Paper Mill Modernization Subsidiary Agreement (01/06/81 to 31/03/85)

Description: This class covers information relating to improving the viability, efficiency and competitiveness of the Newfoundland pulp and paper industry. *Topics:* Management Committee; Evaluation; Individual case files on incentives to corporations.

DREE-640

Coastal Labrador Subsidiary Agreement (29/05/81 to 31/03/87)

Description: This class covers information relating to improving the quality of life in coastal communities; increasing access to employment and enabling residents to participate in, and benefit from, the long term development of the region. *Topics:* Management Committee; Transportation Services; Community Infrastructure; Human Resource Development; Investigation, Evaluation and Information; Individual project case files under the programs.

Canada-Nova Scotia General Development Agreement

The objectives of this agreement are to encourage the expansion of viable, long-term employment opportunities, to promote optimum quality of life within Nova Scotia and increased earned incomes for its people; and to assist in the development of a dynamic and creative provincial economy which will encourage the growth and stability of economic activity in the province.

Classes of Records

DREE-650

Mineral Development Subsidiary Agreement (17/02/75 to 31/03/80)

Description: This class covers information relating to a program of mineral development planning, evaluation and surveying. *Topics:* Management Committee; Resource Development Planning; Mineral Resource Inventory; Mineral Evaluation Survey; Geological-Geochemical Survey; Laboratory Services; Program Management and Administration; Coal Resource Inventory and Evaluation; Individual project case files under the programs.

DREE-660

Interim Cape Breton Country Development Subsidiary Agreement (07/01/77 to 31/03/78)

Description: This class covers information relating to planning and promoting the accelerated economic and socio-economic development of industrial Cape Breton. *Topics:* Management Committee; New Point Aconi Road; Roads-Highway 4; Roads-Sydney Mines; Individual project case files under the programs.

DREE-670

Sydney Steel Corporation Assistance Program Subsidiary Agreement (23/12/77 to 31/03/79)

Description: This class covers information relating to the capital works program for SYSCO to maintain employment levels and for conducting a business planning and studies program to examine SYSCO, the steel industry and employment opportunities in Cape Breton. *Topics:* Management Committee; Capital Works; Business and Planning Studies; Individual project case files under the programs.

DREE-680

Metropolitan Halifax-Dartmouth Area Development (31/03/75 to 31/03/82)

Description: This class covers information relating to ensuring desirable development of downtown areas of the two cities, continued development of the harbour resource and increased industrial development. *Topics:* Management Committee; Halifax-Dartmouth Waterfront Development; The Gateway; The Port; Industrial Development; Individual project case files under the programs.

DREE-690

Strait of Canso Area Development Subsidiary Agreement (31/03/75 to 31/03/82)

Description: This class covers information relating to stimulating the

Regional Economic Expansion

development of a major industrial concentration at the Strait of Canso. *Topics:* Management Committee; Strait of Canso Industrial Development Authority; Integrated Regional Planning; Community and Industrial Infrastructure; Individual project case files under the programs.

DREE-700

Agriculture Development Subsidiary Agreement (22/06/76 to 31/03/81)

Description: This class covers information relating to improving the viability and stability of the agriculture industry; maintaining existing and creating new employment opportunities; and expanding the output and productivity of underexploited component of the agriculture industry. *Topics:* Management Committee; Land Development; High-Energy and Protein Feed; Livestock Development; Horticulture; Special Development; Individual project case files under the programs.

DREE-710

Industrial Development Subsidiary Agreement (22/06/76 to 31/03/81)

Description: This class covers information relating to supporting the development of new employment opportunities; encouraging the development expansion and efficiency of indigenous enterprises and increasing the variety of employment opportunities available. *Topics:* Management Committee; Opportunity, Identification, Analysis and Promotion; Industrial Parks and Related Infrastructure; Industrial Infrastructure; Public Information and Evaluations; SYSCO Capital Repair; Individual project case files under the programs.

DREE-720

Planning Subsidiary Agreement (22/06/76 to 31/03/82)

Description: This class covers information relating to undertaking studies and conducting planning to identify and analyze economic and socio-economic opportunities and developing strategies, programs and subsidiary agreements pursuant to those opportunities. *Topics:* Management Committee; Physical and Resource Planning; Research and Studies to Investigate Development; Opportunities; General Development Planning; Individual project case files under the program.

DREE-730

Forestry Subsidiary Agreement (28/06/77 to 31/03/82)

Description: This class covers information relating to maintaining the existing employment based mainly on the softwood species and increasing employment opportunities and incomes in timber harvesting based on the hardwood species. *Topics:* Management Committee; Forest Management; Forest Industry Development; Support Services; Education, Public Information and Evaluation; Wood Salvage-Storage and Ancillary Forest Management; Individual project case files under the programs.

DREE-740

Tourism Development Subsidiary Agreement (28/06/77 to 31/03/82)

Description: This class covers information relating to creating employment opportunities and increasing incomes by further developing the tourism industry in Nova Scotia. *Topics:* Management Committee; Tourism Development - General; Tourism Development - Destination Areas; Individual project case files under the programs.

DREE-750

Energy Conservation Subsidiary Agreement (04/07/78 to 31/03/83)

Description: This class covers information relating to minimizing employment and income bases resulting from increases in energy prices; creating employment and income opportunities; developing plans and program for the Nova Scotia energy system; enhancing employment opportunities and be a stimulus to the development of a

new development industry. *Topics:* Management Committee; Energy System Planning; Energy Opportunities; Load Management; Industrial Retrofitting; Co-generation and New Soft Technology; Pilot Projects; Testing Service; Public Information; Evaluation; Individual project case files under the programs.

DREE-760

Halifax Panamax Dry Dock Subsidiary Agreement (01/04/80 to 31/03/85)

Description: This class covers information relating to providing to the port of Halifax key marine infrastructure; maintaining and supporting the development of new employment opportunities in the ship building and ship repair sector of the provincial economy; and increasing the ability of the port of Halifax to attract new marine services. *Topics:* Management Committee; Construction of a Panamax Dry Dock; Dock Mooring and Servicing Facilities; Ancillary Equipment for Ship Repair and Metal Fabrication; Evaluation; Individual project case files under the programs.

DREE-770

Assistance to Michelin Tires (Canada) Ltd. Subsidiary Agreement (07/06/80 to 31/03/88)

Description: This class covers information relating to enabling the company to employ the equivalent of an additional 1,850 persons inducing the company to make new capital investment of approximately \$400 million. *Topics:* Management Committee; Expansion and Establishment of Michelin Facilities; Evaluation; Individual project case files under the programs.

DREE-780

Pulp and Paper Modernization Subsidiary Agreement (23/05/81 to 31/03/84)

Description: This class covers information relating to improving the viability and efficiency of the pulp and paper industry in Nova Scotia; and encouraging the adoption of improved environmental protection measures by the industry. *Topics:* Management Committee; Evaluation; Individual case files on incentives to corporations.

DREE-790

Modernization of Facilities at the Sydney Steel Corporation (01/04/81 to 31/03/84)

Description: This class covers information relating to securing basic operations, reducing operating costs and improving productivity at Sydney, N.S. *Topics:* Management Committee; Evaluation; Coke Ovens; Blast Furnaces; Open Hearths; Rolling Mills; Environmental Controls; Services; Individual project case files under the programs.

DREE-800

Ocean Industry Development Subsidiary Agreement (24/07/81 to 24/07/86)

Description: This class covers information relating to encouraging the growth of medium to high technology ocean manufacturing and service industries; and providing support for applied research and technology transfer. *Topics:* Liaison Committee; Sub-Committees Federal Program; provincial Program; Evaluation; Individual project case files under the programs.

Canada-New Brunswick General Development Agreement

The primary objective of this agreement is to reduce the gap in earned income per capita between that province and Canada as a whole. A further objective is that per capita incomes should be raised while minimizing net migration from the province. To meet these objectives the development strategy is aimed at achieving a faster rate of growth in provincial output by raising productivity, increasing the number of

Regional Economic Expansion

viable employment opportunities, and encouraging the development of a skilled and versatile labour force.

Classes of Records

DREE-810

Highways - 1974-75 Subsidiary Agreement (24/06/74 to 31/03/75)

Description: This class covers information relating to program to finance the construction of highway projects. *Topics:* Management Committee; Campbellton - Dalhousie Bypass; Bathurst Bypass to Belledune; Shediac North - Route 11; Shediac to Moncton; Caraquet-Chatham Bridge and Other Segments of New Highways; Individual project case files under the programs.

DREE-820

Forestry Subsidiary Agreement (15/10/74 to 31/03/82)

Description: This class covers information relating to the mounting of a comprehensive, province-wide forestry development program that would increase production of high-quality timber and expand the wood-processing industry. *Topics:* Management Committee; Forest Management; Resource Utilization; Manpower Development; Administration; Pilot Project; Resource Development and Accelerated Employment; Individual project case files under the programs.

DREE-830

King's Landing Historical Settlement Subsidiary Agreement (17/02/75 to 31/03/77)

Description: This class covers information relating to a program to finance the completion of King's Landing Historical Settlement in order to assist the province in attaining maximum economic and socio-economic benefits from the tourism sector. *Topics:* Management Committee; Completion of Historical Settlement; Individual project case files under the programs.

DREE-840

Industrial Development Subsidiary Agreement (17/02/75 to 31/03/80)

Description: This class covers information relating to joint participation in measures designed to expand, diversify and strengthen the manufacturing and processing activity in the province. *Topics:* Management Committee; Planning of Industrial Development; Regional Industrial Development; Assistance to Manufacturing Industry; Provision of Industrial Infrastructure; Individual project case files under the programs.

DREE-850

Saint John and Moncton Arterial Highways Subsidiary Agreement (17/02/75 to 31/03/81)

Description: This class covers information relating to the completion of work begun under earlier Special Areas agreements on arterial roads required to improve the transportation of goods and people within Saint John and Moncton. *Topics:* Management Committee; Saint John Throughway; Wheeler Boulevard and Shediac Highway; Individual project case files under the programs.

DREE-860

Kent Region Pilot Project Subsidiary Agreement (17/02/75 to 31/03/81)

Description: This class covers information relating to pilot project which would assist residents of the Kent Region in developing and implementing projects in fisheries, forestry, agriculture, resource-based manufacturing, tourism and recreation in order to improve income and employment opportunities in the region. *Topics:* Management Committee; Resource Development and Technical Support;

Infrastructure; Program Administration; Individual project case files under the programs.

DREE-870

Agricultural Development Subsidiary Agreement (17/02/75 to 31/03/78)

Description: This class covers information relating to joint participation in initiatives directed towards the attainment of maximum economic and socio-economic benefits from the agriculture resources of the province. *Topics:* Management Committee; Planning and Development; Development Opportunities; Entrepreneurial Development; Implementation Support Program; Individual project case files under the programs.

DREE-880

Miramichi Channel Study Subsidiary Agreement (17/02/75 to 31/03/75)

Description: This class covers information relating to the support of studies directed towards the determination of costs related to known benefits to be derived from the establishment and maintenance of a 26 foot navigation channel in the Miramichi River from Newcastle to the Gulf of St. Lawrence. *Topics:* Management Committee; Miramichi Channel Field Surveys; Individual project case files under the programs.

DREE-890

Planning Subsidiary Agreement (01/04/75 to 31/03/82)

Description: This class covers information relating to the provision of funds to acquire external staff and services to undertake studies and carry out the activities required to identify and analyze economic and socio-economic development needs and opportunities and to develop and implement strategies, programs and subsidiary agreements. *Topics:* Management Committee; General Development Planning; Research and Studies; Planning of Physical Development; Individual project case files under the programs.

DREE-900

Highways - 1975-76 Subsidiary Agreement (16/12/75 to 31/03/76)

Description: This class covers information relating to a program to finance the construction of highway projects. *Topics:* Management Committee; Moncton to Campbellton - Route 11; Plaster Rock - Renous Highway - Route 109; St. Léonard to St. Quentin - Route 17; Newcastle to Bathurst - Route 8; Individual project case files under the programs.

DREE-910

Tourism Development Subsidiary Agreement (16/02/75 to 31/03/80)

Description: This class covers information relating to programs designed to encourage development of the New Brunswick tourism sector in order to accelerate and realize the maximum net economic benefit to provincial residents through increased output and improved productivity in the sector. *Topics:* Management Committee; Essential Resource Services Program; Infrastructure Program; Individual project case files under the programs.

DREE-920

Highways - 1976-77 Subsidiary Agreement (24/06/76 to 31/03/77)

Description: This class covers information relating to a program to finance to completion the construction of highway projects begun under previous highways subsidiary agreements and to finance the construction of additional highway projects. *Topics:* Management Committee; Campbellton-Dalhousie Bypass (Route 11); Belledune to Bathurst (Route 11); Chatham to Bathurst (Route 8); Rexton to Moncton (Route 11); Bathurst to Chatham (coastal Route 11); St. Léonard to St. Quentin (Route 17); Plaster Rock - Renous Highway (Route 109); Individual project case files under the programs.

Regional Economic Expansion

DREE-930

Minerals and Fuels Development Subsidiary Agreement (24/06/76 to 31/03/82)

Description: This class covers information relating to the measures directed towards the attainment of maximum economic and socio-economic net benefits from the mineral resources of New Brunswick while ensuring the maintenance of a high level of environmental quality. *Topics:* Management Committee; Opportunity Identification; Opportunity Development; Individual project case files under the programs.

DREE-940

Highways - 1977-81 Subsidiary Agreement (01/04/77 to 31/03/81)

Description: This class covers information relating to community and area development through the provision of financial assistance for highway construction and to encourage development in the resource-based industry, secondary manufacturing and service industries. *Topics:* Management Committee; Campbellton-Dalhousie Bypass (Route 11); Belledune to Bathurst (Route 11); Chatham to St. Margarets (Route 11); Rexton to Shediac (Route 11); Coastal Route 11; Central Peninsula Access Roads (Route 360); Carry-Over Projects; Other Northeast Access Roads (Routes 8 and 17); Planning Provision; Individual project case files under the programs.

DREE-950

Northeast New Brunswick Subsidiary Agreement (23/06/77 to 31/03/82)

Description: This class covers information relating to increased application of programs which improve the utilization of human and physical resources and accelerate development. The programs are aimed at the creation of employment, earned income and economic activity. *Topics:* Management Committee; Industrial Development Program; Urban-Industrial Infrastructure Program; Resource Development Program; Human Resource Development Program; Special Housing Program; Management and Implementation Program; Individual project case files under the programs.

DREE-960

Development of Agricultural Resources Subsidiary Agreement (22/03/78 to 31/03/83)

Description: This class covers information relating to the contribution of agriculture and related sectors to provincial output, earned income and employment. *Topics:* Management Committee; Human Resource Development; Marketing and Industry Development; Agricultural Facilities; Agricultural Resource Development; Technology Transfer; Implementation, Evaluation and Public Information; Individual project case files under the programs.

DREE-970

Developing Regions Subsidiary Agreements (17/05/79 to 31/03/83)

Description: This class covers information relating to the acceleration of economic and socio-economic development through the application of federal-provincial programs which will improve the utilization of respective region's resources. *Topics:* Management Committee; Resource and Industrial Development; Municipal Development; Individual project case files under the programs.

DREE-980

Pulp and Paper Subsidiary Agreement (27/08/80 to 31/03/84)

Description: This class covers information relating to improving the viability and efficiency of the pulp and paper industry in New Brunswick. *Topics:* Management Committee; Pulp and Paper Modernization Program; Public Information and Evaluation Program; Individual project case files under the programs.

DREE-990

St. John Market Square Development Subsidiary Agreement (14/10/80 to 31/03/83)

Description: This class covers information relating to the revitalization of the downtown core area to the city of St. John; the inducing of private entrepreneurs to make substantial new capital investments and increasing employment opportunities in the city of St. John. *Topics:* Management Committee; Market Square Development; Individual project case files under the programs.

DREE-1000

Forestry Development Subsidiary Agreement (13/03/81 to 31/03/84)

Description: This class covers information relating to increasing the sustainable supply of time in the most economical efficient manner possible and increasing provincial income by developing identified income generating opportunities. *Topics:* Management Committee; Silviculture Treatment Program; Forest Management, Planning and Development Program; Private Woodlot Management Program; Harvesting and Transportation Program; Evaluation and Public Information Program; Individual project case files under the programs.

Canada-Québec General Development Agreement

The objective of this agreement is to improve opportunities for productive employment and consolidate employment in the traditional sectors; improve the standard of living; reinforce industrial and urban structure and promote the optimum development of the various regions; promote increased participation of Québeckers in their own development and promote balanced development in Québec in relation to the various regions of Canada.

Classes of Records

DREE-1010

Auxiliary Agreement - The Financing of the 1974-78 SIDBEC Expansion Plan (15/03/74 to 31/03/78)

Description: This class covers information relating to the increase by the company of its production capacity; the rationalization of its production methods; the diversification of its products; Canada and Québec financial support in the form of grants. *Topics:* Development Committee; Raw Material; Contrecoeur; Montreal; Other Plants; Administration Services; Executive Offices; Individual project case files under the programs.

DREE-1020

Auxiliary Agreement - Transport Development (15/09/74 to 31/03/84)

Description: This class covers information relating to the establishment of various road, railway, maritime and air transport infrastructures in order to connect the regions with strong growth potential and to increase the level of industrial and commercial exchanges. *Topics:* Development Committee; Management Committee; Highway 30 from Bourcherville to Tracy; Route 138 between Sept. Iles and Port-Cartier; Highway 10, 51 and 55 Sherbrooke-Drummondville; Highway 40 between Berthier and Pointe-de-Lac; Port Cartier Rail-Ferry; Routes 132 and 199; Highway 55 between Trois-Rivières and Shawinigan; Restoration of Route 117; Highway 70 between Alma and La Baie; Rapid Liaison between Montreal-Mirabel (A13 and A50); Individual project case files under the programs.

DREE-1030

Auxiliary Agreement - Industrial Infrastructures (26/03/75 to 31/03/84)

Description: This class covers information relating to industrial development by providing the community facilities and services

Regional Economic Expansion

required to encourage and facilitate the establishment of new enterprises in various regions of the province. *Topics:* Management Committee; Development Committee; Industrial Parks; Fishery Parks; Punctual Interventions; Individual project case files under the programs.

DREE-1040

Auxiliary Agreement - Forest Development (26/03/75 to 31/03/84)

Description: This class covers information relating to the construction and improvement of forest access roads; intensive forestry development in order to maximize output per acre; the rationalization of timber allotment and the improved utilization of available timber; the improvement of competitive position of all parts of the forestry sector. *Topics:* Management Committee; Development Committee; Access Roads; Silviculture and reforestation; Studies; Individual project case files under the programs.

DREE-1050

Auxiliary Agreement - Setting up a bleached Kraft Pulp Mill at St-Félicien (21/04/76 to 31/03/80)

Description: This class covers information relating to the financing of the work program to enable Donohue St-Félicien Inc. to establish a bleached Kraft pulp mill at St-Félicien. *Topics:* Management Committee; Development Committee; St-Félicien Mill; Individual project case files under the programs.

DREE-1060

Auxiliary Agreement - Agricultural Development (29/03/76 to 31/03/82)

Description: This class covers information relating to the land reclamation on the Montreal Plain; land-use adjustment in the regions of Eastern Québec, Saguenay-Lac-Saint-Jean, Chibougamau and Abitibi-Témiscamingue as well as the gradual application of this program to other regions of the Province of Québec. *Topics:* Management Committee; Development Committee; Land-use adjustment; Reclamation of soils; Individual project case files under the programs.

DREE-1070

Auxiliary Agreement - Mineral Development (29/03/76 to 31/03/81)

Description: This class covers information relating to the activities to carry out to encourage mineral development in Québec by financing a program to promote mineral and petroleum exploitation, access to resources, mineral research and the rational exploitation of resources. *Topics:* Management Committee; Development Committee; Access to Mineral Resources; Geoscientific Studies - mines; Geoscientific Studies - petroleum; Valorization and Development; Individual project case files under the programs.

DREE-1080

Auxiliary Agreement - Industrial Studies - (29/03/76 to 31/03/77)

Description: This class covers information relating to the obtainment of outside personnel and services essential for completion of studies providing elements for developing or implementing policies; programs or projects relevant to the industrial sector of Québec. *Topics:* Management Committee; Development Committee; Industrial Studies; Individual project case files under the programs.

DREE-1090

Auxiliary Agreement - Industrial and Commercial Park (PICA) Mirabel Airport (18/06/76 to 31/03/82)

Description: This class covers information relating to the establishment of an industrial airport complex integrating the whole range of activities of a modern airport and the various means of transportation converging on it. *Topics:* Management Committee; Development

Committee; Waste Waters Evacuation; Physical Development; Mirabel Downtown; Administration; Individual project case files under the programs.

DREE-1100

Auxiliary Agreement - Water Treatment Facilities for the Montreal Area (30/03/78 to 31/03/82)

Description: This class covers information relating to the supply of drinking water to the population of Montreal; future utilization of Rivière-des-Prairies, the Rivière des Mille-Îles and Lac Saint Louis for recreational purposes and sewage treatment dumped into the river upstream of the Sainte-Thérèse Island. *Topics:* Management Committee; Development Committee; Phase I; Phase II; Individual project case files under the programs.

DREE-1110

Auxiliary Agreement - Tourism Development (06/04/78 to 31/03/83)

Description: This class covers information to measures to increase the number of visitors to the province; a further development of Québec's cultural and historical heritage; exploitation and development of the wide range of attractions and diversities of its regions; the setting up of infrastructures appropriate to the regions. *Topics:* Management Committee; Development Committee; Tourism Promotion; Tourism Parks; Punctual Projects; Restoration of Place Royale; Restoration of Mills; Modernization of Museums; Tourist Stopovers; New Open-Air Centres; Improvement of Open-Air Centres; Development of Holiday Camps; Congress Centres; Ski Centres; Individual project case files under the programs.

DREE-1120

Auxiliary Agreement - Public Infrastructure (16/05/78 to 30/09/82)

Description: This class covers information relating to financial assistance to municipalities to enable them to pay for the public infrastructure essential to the execution of major industrial projects. *Topics:* Management Committee; Development Committee; Alma; La Baie; Saint-Félicien; Saint-Joseph-de-Beauce; Trois-Rivières; Gaspé; St-Henri de Lévis; Saint-Marie-Beauce; Gagnon; Hauterive; Havre-Saint; Val-d'or; Grande-Rivière; Dolbeau; Pierre; Port-Cartier; Sacré-Coeur; Sept-Îles; Schefferville; Jonquière; Cacouna; Parent; Sainte-Agathe-des-Monts; Havre-Saint-Pierre; Individual project case files under the programs.

DREE-1130

Auxiliary Agreement - The Modernization of the Pulp and Paper Industry (15/05/79 to 31/03/84)

Description: This class covers information relating to the restoration of the competitive position of the Québec's pulp and paper industry on the international market, by encouraging them to invest in modernization, by reducing manufacturing costs by rationalizing processing activities and by diversifying production by the installment of equipment for protecting the environment and conserving energy. *Topics:* Management Committee; Advisory Committee on Grants; Budgetary Increase; Sub-Committee on the Content of Canada and Québec; Report on Grants following the Agreement; Individual project case files under the programs.

DREE-1140

Auxiliary Agreement - Establishment of a Newsprint Mill at Amos (24/07/80 to 31/03/83)

Description: This class covers information relating to the establishment by Donohue-Normick Inc. of a newsprint mill at Amos and assistance to municipal corporations for the setting up of the required housing facilities. *Topics:* Management Committee; Development Committee; Newsprint Mill; Housing Facilities; Individual project case files under the programs.

Regional Economic Expansion

DREE-1150

Auxiliary Agreement on the Société Inter-Port de Québec, 1981-84 (03/07/81 to 31/03/84)

Description: This class covers information relating to financial contribution of Canada and Québec in the administration of the society and the financial contribution of Inter-Port to the acquisition and development of industrial land and the establishment of industrial projects. *Topics:* Management Committee; Development Committee; Assessment; Inter-Port Management; Acquisition and development of industrial land; Industrial Projects; Individual project case files under the programs.

Canada-Ontario General Development Agreement

The function of this agreement is (a) to improve opportunities for productive employment and access to those opportunities, and to sustain existing employment opportunities in those areas and sectors of Ontario which, relative to other areas and sectors of the province, are in need of special measures in order to realize their development potential; (b) to encourage socio-economic development in those areas of the province requiring special initiatives to permit the residents to contribute to and participate in the benefits of economic development; and (c) to reinforce policies and priorities of the province for regional development within Ontario insofar as they pertain to the areas and sectors of the province identified in objective (a).

Classes of Records

DREE-1160

Cornwall Area Subsidiary Agreement (26/02/74 to 31/03/77)

Description: This class covers information relating to the creation of a long-term expansion in employment and income opportunities in the Cornwall area and improving the rate of the area's growth. *Topics:* Management Committee; Eastern Industrial Park; Canal Lands Development; West End Single Industry Site; Tourist and Recreation Area; Individual project case files under the programs.

DREE-1170

Northwestern Ontario Subsidiary Agreement (23/05/74 to 31/03/79)

Description: This class covers information relating to increasing the number and range of viable employment opportunities available in Northwestern Ontario. *Topics:* Management Committee; Community Infrastructure; Road Construction Program; Study Program; Kenora Area Infrastructure; Individual project case files under the programs.

DREE-1180

Dryden Development Infrastructure Subsidiary Agreement (24/03/75 to 31/03/77)

Description: This class covers information relating to the improvement in community services required to enable the town of Dryden to support new population growth and to perform its role as a focal point and service centre for economic development in the Patricia Region. *Topics:* Management Committee; Water System Improvements; Sewage System Improvements; Individual project case files under the programs.

DREE-1190

Interim Northlands Subsidiary Agreement (07/07/75 to 31/08/77)

Description: This class covers information relating to reinforcing social and economic elements supportive of economic activity and contributing directly to an improvement in the quality of life in all of Northern Ontario. *Topics:* Management Committee; Life Skills; Teaching Homemaker Skills; Recreation Area; Identification of Manpower Adjustment Study; Evaluation; Individual project case files under the programs.

DREE-1200

Northeastern Ontario Subsidiary Agreement (25/03/76 to 31/03/82)

Description: This class covers information relating to projects directed towards reinforcing the policies and priorities of the province and provision of financial assistance for approved projects aimed at alleviating constraints to the economic and social development of key population centres. *Topics:* Management Committee; Sudbury Area; Parry Sound Area; Timmins Area; North Bay Area; Individual project case files under the programs.

DREE-1210

Single-industry Resource Communities Subsidiary Agreement (18/10/76 to 31/03/81)

Description: This class covers information relating to broadening the economic base of communities; creating alternative employment opportunities; improving the living environment; strengthening the urban structure and encouraging and sustaining long-term resource developments. *Topics:* Management Committee; Kimberly-Clark Area; White River; Hornespayne Town Centre; Long Lake No. 77 Community Infrastructure; Individual project case files under the programs.

DREE-1220

Community and Rural Resource Development Subsidiary Agreement (07/12/77 to 31/03/83)

Description: This class covers information relating to strengthening the community structure of rural areas; improving the opportunities for long-term employment; and strengthening and diversifying the economic base of the rural areas by encouraging the development of alternative secondary industry. *Topics:* Management Committee; Upper Ottawa Valley; New Forests in Eastern Ontario; Kirkland Lake Area; Individual project case files under the programs.

DREE-1230

Forest Management Subsidiary Agreement (08/12/78 to 30/09/83)

Description: This class covers information relating to participation in measures to improve forest management and accelerated reforestation and private sector employment. *Topics:* Management Committee; Forest Access Roads; Silviculture Camps; Nursery Expansion; Soil Survey; Assessments; Individual project case files under the programs.

DREE-1240

Pulp and Paper Industry Facilities Improvement Subsidiary Agreement (15/05/79 to 31/03/84)

Description: This class covers information relating to programs of incentives for the pulp and paper industry in Ontario and promotion of policies which are supportive of good forest management, pollution abatement and modernization. *Topics:* Management Committee; Pulp and Paper Mill Pollution-Abatement Program; Pulp and Paper Mill Modernization Program; Consulting and Professional Services Program; Public Information and Evaluation Program; Individual project case files under the programs.

DREE-1250

Eastern Ontario Subsidiary Agreement (20/12/79 to 31/03/84)

Description: This class covers information relating to stabilizing the economy of eastern Ontario Region; diversifying the economic base of the region; increasing the utilization and development of the region's natural resources; ensuring availability of natural resources and attracting private investment in the region. *Topics:* Management Committee; Agriculture Program; South Nation River Basic Development Program; Forestry Program; Minerals Program; Tourism Program; Small Business Incentives Program; Analysis and Review Program; Individual project case files under the programs.

Regional Economic Expansion

DREE-1260

Northern Rural Development Subsidiary Agreement (02/03/81 to 31/03/84)

Description: This class covers information relating to joint participation of Canada and the province in programs concerning the expansion and diversification of economic activities in the rural areas of Northern Ontario. *Topics:* Management Committee; Subcommittees; Agricultural Development; Natural Resource Development; Tourism Development; Rural Employment Incentives; Rural Industrial Infrastructure; Program Analysis and Review; Evaluation; Individual project case files under the programs.

Canada-Manitoba General Development Agreement

The objective of this agreement is to increase incomes and employment opportunities throughout Manitoba, thereby increasing opportunities for people to live in the area of their choice with improved standards of living; and to encourage socio-economic development in the northern portion of Manitoba to provide the people of the area with real options and opportunities to contribute to and participate in economic development, to continue their own way of life with enhanced pride and purpose and to participate in the orderly utilization of natural resources.

Classes of Records

DREE-1270

Interim Northlands Subsidiary Agreement (05/06/74 to 31/03/76)

Description: This class covers information relating to the formulation and negotiation of a long-term development strategy and the undertaking of certain programs and projects. *Topics:* Liaison Committee; Human Development and Community Services; Resources and Community Economic Development; Transportation and Implementation; Individual project case files under the programs.

DREE-1280

Planning Subsidiary Agreement (11/03/75 to 31/03/77)

Description: This class covers information relating to the studies for the identification and analysis of economic and socio-economic development opportunities in Manitoba and such planning as is required to develop strategies, programs and subsidiary agreements. *Topics:* Management Committee; Fiscal Year; Individual project case files under the programs.

DREE-1290

Mineral Exploration and Development Subsidiary Agreement (10/04/75 to 31/03/75)

Description: This class covers information relating to the effective management and assistance in maintaining an acceptable level of exploration activity in Manitoba. *Topics:* Management Committee; Base Metal Exploration; Uranium Reconnaissance Exploration; Regional Survey and Evaluation; Industrial Minerals Evaluation; Pigmatitic Mineral Exploration; Mineral Development Analysis; Individual project case files under the programs.

DREE-1300

Manitoba Northlands Subsidiary Agreement (01/04/76 to 31/03/81)

Description: This class covers information relating to the contribution and participation by the area people to the development of northern Manitoba continuation of their own way of life; the encouragement to the orderly utilization of the natural resources in harmony with resource conservation. *Topics:* Resource and Community Economic Development; Human Development and Community Services; Transportation and Communications; Co-ordination and Pilot Action Research; Individual project case files under the programs.

DREE-1310

Industrial Development Subsidiary Agreement (01/04/75 to 31/03/83)

Description: This class covers information relating to encouraging industrial activities; developing industries in which Manitoba has advantages and supporting high-wage industries and industries which provide stable long-term employment. *Topics:* Management Committee; Industrial Process; Industrial Assistance; Industrial Infrastructure; Individual project case files under the programs.

DREE-1320

Tourism Development Subsidiary Agreement (01/04/79 to 31/03/84)

Description: This class covers information relating to strengthening and enhancing tourist destination areas and improving the productivity of the industry. *Topics:* Management Committee; Destination Areas; Productivity Measures; Individual project case files under the programs.

DREE-1330

Value-Added Crops Production Subsidiary Agreement (01/04/79 to 31/03/84)

Description: This class covers information relating to expanding economic production of value-added crops; improving the efficiency of the red-meat industry and expanding commercial services and processing of agricultural products. *Topics:* Implementation Committee; Investigations and Evaluation; Special Crop Products; Livestock Products; Related Productivity Measures; Individual project case files under the programs.

DREE-1340

Water Development for Regional Economic Expansion and Drought Proofing Subsidiary Agreement (30/05/80 to 31/03/82)

Description: This class covers information relating to improving the potential for economic and socio-economic and socio-economic development in Manitoba by alleviating the constraints imposed on economic performance by recurrent water shortages and droughts. *Topics:* Management Group; Drought Proofing Studies; Water Management Investigations; Water Supply Investigations; Multiple-Purpose Water Supply Projects; Sub-Regional Projects; Individual project case files under the programs.

DREE-1350

Winnipeg Core Area Subsidiary Agreement (04/09/81 to 31/03/86)

Description: This class covers information relating to providing employment opportunities; encouraging industrial, commercial and residential development, revitalizing the environment of the core area and facilitating participation of Winnipeg core area residents in development opportunities. *Topics:* Policy Committee; Management Board; Employment and Affirmative Action; Housing; Community Improvement Areas; Community Facilities; Community Services; Logan Industrial Development; North of Portage Redevelopment; CN East Yard; Historic Winnipeg Development; Neighbourhood Main Streets Development; Individual project case files under the programs.

Miscellaneous Programs and Agreements - Manitoba

These programs or agreements are aimed at resolving specific problems of a limited nature or in specifically defined areas of the country.

Classes of Records

DREE-1360

Gimli Agreement (01/09/71 to 30/11/73)

Description: This class covers information relating to assistance by the Government of Canada to the Government of the Province of

Regional Economic Expansion

Manitoba for the development of the former Canadian Forces Base, Gimli into an industrial park and the development of a major recreational complex in the Gimli area. *Topics:* Liaison Committee; Marina Complex; Fishing Village; Trailer Park; Town Enhancement Cultural-Historical Attraction; Lake Front Development; Complementary Facilities; Project Direction; Minerva Hall; Park Pavillion and Storage; Yacht Club; Picnic Tables; Library and Interpretive Centre; Museum Property; Sign and Advertising; Individual project case files under the programs.

Canada-Saskatchewan General Development Agreement

The objective of this agreement is to increase the aggregate economic growth of the provincial economy in order to increase employment opportunities; encourage balanced growth between rural and urban centres and help ensure a continuing, vibrant, dynamic society; to preserve and enhance the value of the province' natural resources and optimize the value added from processing and manufacturing of these resources; to diversify the province's economic base to reduce its dependency on primary production and thereby help stabilize the provincial economy; to increase the number, range and type of employment opportunities within the province in order to more effectively utilize the human resources of Saskatchewan; and to increase the opportunities for people in northern Saskatchewan to participate in the social cultural and economic life of the province.

Classes of Records

DREE-1370

Iron, Steel and Other Related Metal Industries Subsidiary Agreement (04/07/74 to 31/03/79)

Description: This class covers information relating to enhancing the viability of the existing iron and steel industry and expanding and diversifying iron and steel production in Saskatchewan. *Topics:* Steel Implementation Committee; Steel Development Group; Iron Ore Exploration; Related Studies and Administration Costs; Direct and Reduction Plant; Development and Expansion of Steel Facilities; Foundries and Related Metal Industries; Infrastructure; Individual project case files under the programs.

DREE-1380

Mineral Exploration and Development in Northern Saskatchewan Subsidiary Agreement (21/06/74 to 31/03/78)

Description: This class covers information relating to accelerating economic development, creating new job opportunities and increasing investment opportunities by encouraging utilization of the province's mineral resources. *Topics:* Management Committee; Regional Mineral Resource Planning; La Ronge-Wollaston Base Metal Exploration; Iron Ore Exploration; Uranium Exploration; Industrial Minerals Exploration; Reconnaissance Geoscience Surveys; Individual project case files under the programs.

DREE-1390

Interim Saskatchewan Northlands Subsidiary Agreement (01/04/74 to 31/03/77)

Description: This class covers information relating to the provision of options and opportunities for the people of the area to participate in social and economic development; encouraging the development of natural resources and providing the local residents with an opportunity to continue their own way of life. *Topics:* Management Group; Human Development and Community Services; Resources and Community Economic Development; Transportation and Communications; Implementation; Individual project case files under the programs.

DREE-1400

Planning Subsidiary Agreement (01/04/74 to 31/03/77)

Description: This class covers information relating to studies for the identification and analysis of economic and socio-economic development opportunities and the development of strategies, programs and subsidiary agreements. *Topics:* Management Committee; Studies - 1974-75 Fiscal Year; Studies

— 1975-76 Fiscal Year; Studies - 1976-77 Fiscal Year; Individual project case files under the programs.

DREE-1410

Qu'Appelle Valley Subsidiary Agreement (01/04/74 to 31/03/84)

Description: This class covers information relating to increasing the long-term productivity of the recreation and tourism resource base; increasing the benefits from utilization of this resource base and improving the management of the land and water resources of the Qu'Appelle Valley. *Topics:* Qu'Appelle Valley Management Board; Environmental Improvement and Management; Tourism and Recreation Development; Implementation; Individual project case files under the programs.

DREE-1420

Expand Facilities Used by Canadian Western Agribition and Mexabition Subsidiary Agreement (23/06/77 to 31/03/79)

Description: This class covers information relating to the diversification of western agricultural production into livestock; the insurance that the western Agribition continues to grow; and the improvement of Regina's capability to host trade shows and demonstrations. *Topics:* Management Committee; Construction, Conversion and Major Improvements; Individual projects case files under the programs.

DREE-1430

Interim Mineral Development Subsidiary Agreement (01/04/78 to 31/03/80)

Description: This class covers information relating to the evaluation of areas of the province identified in the 1974-78 program as requiring more work; undertaking basic geoscientific activities and undertaking new projects related to the mineral industry and northern development. *Topics:* Management Committee; Mineral Resource Planning; Geoscience Surveys; Peat Resource Study; Metallogenic Studies and Resource Evaluation; Underwater Scintillometry; Report Compilation and Printing; Individual project case files under the programs.

DREE-1440

Northlands Subsidiary Agreement (01/04/78 to 31/03/83)

Description: This class covers information relating to the provision of options and opportunities for the people of the area to participate in social and economic development; encouraging the development of natural resources and providing the northern residents with an opportunity to continue their own way of life. *Topics:* Management Group; Economic and Resource Development; Human Development; Transportation and Communication Development; Implementation, Program Review and Assessment; Public Information and Consultation; Individual project case files under the programs.

DREE-1450

Forest Development Subsidiary Agreement (17/05/79 to 31/03/82)

Description: This class covers information relating to the long-term development of the forest industry; the identification of industrial opportunities in forestry; the conduct of market and feasibility analyses; the application of known technology to existing or new industrial applications; the upgrading of forest management and silvicultural practices; the planification for the development of commercial forest areas; the improvement to the cost competitiveness of the industry and

Regional Economic Expansion

increasing total utilization of the forest resource. *Topics:* Management Board; Opportunity Identification and Technological Advancement; Forest Management and Silvicultural Practices; Forest Harvesting Logistics and Productivity Improvement; Implementation, Evaluation and Public Information; Individual project case files under the programs.

DREE-1460

Productivity Enhancement and Technological Transfer in Agriculture Subsidiary Agreement (17/05/79 to 31/03/82)

Description: This class covers information relating to the broadening and diversifying the agriculture base of the province; transferring of technology from applied research to form production; improving the efficiency of production and conversion of crops and increasing the level of value-added processing of crops and meats. *Topics:* Management Board; Crop Diversification and Technology Transfer; Productivity Improvement; Program Development, Public Information and Evaluation; Individual project case files under the programs.

DREE-1470

Interim Water Development for Regional Economic Expansion and Drought Proofing Subsidiary Agreement (01/04/79 to 31/03/82)

Description: This class covers information relating to improving the effectiveness of future water-management activities, providing analysis of the availability of and requirements for water; undertaking the construction of water supply and delivery schemes; reviewing and improving existing flood forecasting, warning and emergency activity programs. *Topics:* Management Group; Water Management Activities; Water Supply; Flood-Damage Reduction; Individual project case files under the programs.

DREE-1480

Planning 1979-84 Subsidiary Agreement (01/04/79 to 31/03/84)

Description: This class covers information relating to the undertaking of studies for the identification and analysis of economic and socio-economic development opportunities and the development of strategies, programs and subsidiary agreements pursuant to those opportunities. *Topics:* Management Committee; Economic Opportunity Studies; Urban Social Adjustment Studies; Community Planning and Mapping Studies; Core Redevelopment Studies; Individual project case files under the programs.

Canada-Alberta General Development Agreement

The objective of this agreement is to improve opportunities for productive employment and access to those opportunities in areas or economic sectors of Alberta which, relative to other areas or sectors in Alberta, require special measures to realize development potential; to promote balanced development among areas of Alberta and to encourage the equitable distribution of the benefits of such development; and to reinforce the priorities of the province in respect to initiatives for its socio-economic development.

Classes of Records

DREE-1490

Northern Transportation Subsidiary Agreement (28/08/74 to 31/03/75)

Description: This class covers information relating to improving specified highways and other transportation facilities serving remote communities and areas with high proven resource development potential. *Topics:* Joint Committee; Highway Improvements; Bridge Construction; Right-of-Way Clearing; Airfield Improvements; Individual project case files under the programs.

DREE-1500

Northern Alberta Transportation Subsidiary Agreement (21/01/76 to 31/03/76)

Description: This class covers information relating to financial support for improvements to transportation facilities in support of industrial and socio-economic development and in support of development of an efficient national transportation system. *Topics:* Joint Committee; New Construction Roads and Bridges; Carry-Over Construction Roads and Bridges; Airstrip Construction; Individual project case files under the programs.

DREE-1510

Nutritive Processing Assistance Subsidiary Agreement (11/03/75 to 30/06/81)

Description: This class covers information relating to strengthening the economic viability of the small rural community; further processing in Alberta those nutritive products which have or may achieve a competitive position; and increasing the quality of life and net income available to rural residents. *Topics:* Joint Committee; Development Assistance Program; Public Information and Technical Service Programs; Sheep Industry Development Program; Individual project case files under the programs.

DREE-1520

Interim Alberta North Subsidiary Agreement (01/04/74 to 31/03/78)

Description: This class covers information relating to providing options and opportunities for the people to contribute to and participate in the development of the region; initiating social and cultural amenities; community infrastructure improvements and service required and encouraging the orderly development of Northern Alberta. *Topics:* Joint Committee; Life Improvement and Community Services; Community Economic Development; Planning and Management; Individual project case files under the programs.

DREE-1530

1976-79 Northern Transportation Subsidiary Agreement (01/04/76 to 31/03/79)

Description: This class covers information relating to providing financing for improvements to specified transportation facilities in support of economic and socio-economic development and in support of development of an efficient national transportation system. *Topics:* Joint Committee; Roads and Bridges Construction; Airstrip Construction; Individual project case files under the programs.

DREE-1540

Alberta North Subsidiary Agreement (01/04/77 to 31/03/82)

Description: This class covers information relating to providing options and opportunities for the people to contribute to and participate in the development of the region; initiating social and cultural amenities, community infrastructure improvements and services required and encouraging the orderly development of Northern Alberta. *Topics:* Joint Committee; Human Development; Community Services and Facilities; Community Services and Facilities - Indian Reserves; Social Adjustment and Professional Development; Community Economic Development; Individual project case files under the programs.

DREE-1550

Nutritive Processing Assistance Subsidiary Agreement (19/08/81 to 31/03/84)

Description: This class covers information relating to strengthening the economic viability of the small rural community; further processing in Alberta those nutritive products which have or may achieve a competitive position; and increasing the quality of life and net income available to rural residents. *Topics:* Joint Committee; Development Assistance; Research and Development Facilities Assistance; Public

Regional Economic Expansion

Information and Technical Services; Individual project case files under the programs.

Canada-British Columbia General Development Agreement

The objective of this agreement is to improve opportunities for productive employment and access to those opportunities in areas or economic sectors of British Columbia which, relative to other areas or sectors of the province, required special measures to realize development potential; and to promote balanced development among areas of British Columbia and to encourage the equitable distribution of the benefits of such development.

Classes of Records

DREE-1560

Northern Highways Subsidiary Agreement (28/08/74 to 31/03/75)

Description: This class covers information relating to improving specified highways serving remote communities and areas with high proven resource development potential. *Topics:* Joint Committee; Highway Construction; Highway Project; Individual project case files under the programs.

DREE-1570

Fort Nelson Subsidiary Agreement (23/09/75 to 31/03/78)

Description: This class covers information relating to provision of assistance to help alleviate the economic and social problems being experienced by the community for Fort Nelson. *Topics:* Implementation Committee; Water System Improvements; Sewage System Improvements; Individual project case files under the programs.

DREE-1580

Northern Highways Subsidiary Agreement (12/02/76 to 31/03/76)

Description: This class covers information relating to providing improved road or highway access to areas with resource development potential and improving the efficiency of the transportation system in northern British Columbia. *Topics:* Joint Committee; Prince George to Fort St. John; Kitwanga to Watson Lake; Terrace to Prince Rupert; Individual project case files under the programs.

DREE-1590

Northeast Coal and Related Developments Subsidiary Agreement (28/01/77 to 31/03/77 and 01/04/77 to 31/03/80)

Description: This class covers information relating to the identification and evaluation of the economics of the coal resources, the transportation options, the requirement for environmental protection, the financial implications, the labour force and training needs and the development in other sectors. *Topics:* Management Committee; Coal Resource; Transportation; Environmental Studies; Townsite/Community Development; Manpower/Human Resources; Economic and Financial Analyses; Individual project case files under the programs.

DREE-1600

Northern Highways Subsidiary Agreement (01/04/76 to 31/03/79)

Description: This class covers information relating to providing improved road or highway access to areas with resource development potential. *Topics:* Joint Committee; Highway Construction; Bridge Construction; Individual project case files under the programs.

DREE-1610

Industrial Development Subsidiary Agreement (08/07/77 to 31/03/82)

Description: This class covers information relating to encouraging

greater sectoral and spatial diversification of economic activity in the Province of British Columbia. *Topics:* Industrial Development Committee; Research; Community Industrial Development; Industrial Assistance; Public Information; Individual project case files under the programs.

DREE-1620

Agriculture and Rural Development Subsidiary Agreement (01/08/77 to 31/07/82)

Description: This class covers information relating to the identification and exploitation of projects related to agriculture and rural development; expansion of employment in existing aspects of the agriculture and food-processing industry and improving the ability of the existing industries to sustain growth. *Topics:* Management Committee; Research, Planning, Training and Market Promotion; Co-ordinated Resource Management; Primary-Resource Development; Support Services and Community Development; Individual project case files under the programs.

DREE-1630

Travel Industry Subsidiary Agreement (17/10/78 to 17/10/83)

Description: This class covers information relating to the planification for utilization of unexploited and new initiatives; creation of employment opportunities; contribution to the growth and development of the travel industry; generating, encouraging and increasing travel and vacation time within B.C. and development long-term travel industry strategy. *Topics:* Management Committee; Travel Industry Studies and Planning; Travel Industry Organization; Travel Industry Upgrade; Travel Generators; Skiing and Related Facilities; Individual project case files under the programs.

DREE-1640

Intensive Forest Management Subsidiary Agreement (17/05/79 to 31/03/84)

Description: This class covers information relating to ensuring the long-term viability of the forest sector; strengthening the job-creating potential of the forest resource; increasing the wood yield from provincial forests and ensuring that the annual rate of harvest of this renewable resource is sustained and increased. *Topics:* Management Committee; Reforestation; Juvenile Spacing; Fertilization; Forest Protection; Implementation Contracts; Individual project case files under the programs.

DREE-1650

Ridley Island Road Access Subsidiary Agreement (26/11/80 to 31/03/82)

Description: This class covers information relating to providing industrial road access to the planned bulk commodity port facility on Ridley Island and facilitating economic development. *Topics:* Management Committee; Access Road and Railway Overpass Construction; Individual project case files under the programs.

Canada-Northwest Territories General Development Agreement

The objective of this agreement is to develop a comprehensive and co-ordinated strategy for socio-economic expansion and diversification in the Northwest Territories with emphasis on activities which will make ongoing contributions to residents of the Northwest Territories; to provide the opportunity for people of the Northwest Territories to assume an active role in the identification of development projects, so that a balance is achieved between wage-employment activities and those that support the traditional native economy; to establish a systematic approach towards providing people of Indian and Inuit ancestry with the opportunity to choose between a life based on traditional pursuits or on the wage economy, or a combination of the

Regional Economic Expansion

two; to provide necessary support for related social programs and physical development.

Classes of Records

DREE-1660

Interim Community Economic Development Subsidiary Agreement (14/04/79 to 31/03/81)

Description: This class covers information relating to assisting individuals and communities to participate in community affairs and development opportunities and assisting in the assessment, planning and development of resource-based and other opportunities for economic development. *Topics:* Management Committee; Tourism; Renewable Resources; Job Rotation; Community-Based Planning; Economic Development Planning; Economic Development Strategy; Administration and Review; Individual project case files under the programs.

Canada-Yukon Territory General Development Agreement

The objective of this agreement is to develop a comprehensive and coordinated strategy for socio-economic expansion in the Yukon, to provide the opportunity for Yukon people to participate fully in determining their own priorities and to assume an active role in planning and implementation of development projects; to establish a rational and systematic program of development which will ensure the viability of the Yukon economy; and to put into effect socio-economic development programs which will promote greater certainty and permanence in the Yukon economy, and to develop measures aimed at improving the position of native people and other disadvantaged groups in the Yukon economy.

Classes of Records

DREE-1670

Renewable Resource Development Subsidiary Agreement (04/04/79 to 31/03/82)

Description: This class covers information relating to ensuring the orderly development of Yukon resources and the participation by residents to the advantages of economic and employment opportunities associated with the development of these resources. *Topics:* Management Committee; Renewable Resource Information and Analysis; Tourism and Recreation Facilities; Resource Development Corporations; Monitoring and Evaluation; Individual project case files under the programs.

DREE-1680

Interim Tourism Development Subsidiary Agreement (14/02/80 to 31/03/82)

Description: This class covers information relating to diversification and stabilization of the Yukon economy through increased emphasis on the present tourism industry and the creation of additional employment opportunities and increase income from the further development of the tourism industry. *Topics:* Management Committee; Tourism Development; Research and Planning; Individual project case files under the programs.

Project Assessment and Evaluation Branch

This Branch conducts commercial, financial, business policy and economic assessments of major regional initiatives. This major project analysis is conducted by project teams comprised of financial, marketing and business strategy specialists from within the Branch and from

various private sector organizations, along with economists specializing in the evaluation of the economic impact of major projects. Representative of the work of the Branch are studies on the semi-finished steel facility in Nova Scotia, pulp and paper modernization throughout Canada, development of coal deposits in British Columbia, and a zinc refinery in New Brunswick.

Classes of Records

DREE-1690

Project Records

Description: This class covers information relating to ongoing projects of industrial nature. *Topics:* General Correspondence; Meetings; Proposal Stage; Evaluation Assessment Phase; Financial Analysis; Economic Analysis and Reports relating to projects such as Manitoba Forest, Atlantic Power, Saskatchewan Steel Assessment.

Analysis and Liaison Branch

The Branch consists of three Divisions: Economic Development Analysis, which undertakes economic and social analysis on an interregional, national and international basis; Policy Analysis, which identifies and evaluates broad regional economic development issues; and Program Analysis and Liaison, which monitors initiatives proposed by the regions in terms of their national or interregional implications maintain liaison both within the department and with other departments to promote policy consistency.

Classes of Records

DREE-1700

Liaison and Briefing

Description: This class covers information relating to external and intra-departmental liaising and regular briefings for the Minister and senior management. *Topics:* Other government department programs, reports and critiques; participation in other government departments' committees; external liaison; foreign industrial prospects.

DREE-1710

Departmental Program Analysis

Description: This class covers information relating to analysis of DREE programs. *Topics:* Cape Breton Initiatives; Cost Sharing Arrangements for General Development; Agreements; Industrial Adjustments and Developments; Program Evaluation; Subsidiary Agreement Reports; Regional Disparities; DREE Expenditure by Electoral District; Native Programs; Regional Initiatives.

DREE-1720

Policy and Legislative Follow-up to the Strategic Overview

Description: This class covers information relating to strategic and tactical planning and detailed policy, program and legislative development. *Topics:* Regional Constraints; Regional Development Fund; Strategic Overview; Indian Benefits from Federal Government Employment and Regional Development Initiatives; community and Rural Economic Development; Business Assistance Program; Local Economic Development Assistance (LEDA); Legislation Review; Constitution.

DREE-1730

Tilting Other Government Department Policies

Description: This class covers information relating to substantive briefings on items for the Cabinet Committee on Economic Development and ongoing participation on inter-departmental committees.

Regional Economic Expansion

Topics: New Fighter Aircraft Procurement; Canadian Patrol Frigate Program; Employment Development Fund; Government Procurement; Iles de la Madeleine; Shipbuilding Policy; Industrial Opportunity Program; Small Business Initiatives; Petrochemical Industry.

DREE-1740

Regional Strategies

Description: This class covers information relating to co-ordinating and participating in the preparation of federal and departmental regional development strategies. *Topics:* Strategic Overviews; Regional Strategies; Energy Consultation with Regions; Provincial Economic Development Strategies.

DREE-1750

Analytic Projects

Description: This class covers information relating to major analytic

projects as backup for policy development and inter-departmental liaising. *Topics:* Tax Expenditures; Labour Market Gap Analysis; Initiatives to Promote High Technology Growth in the Regions of Canada; Natives; Linkages; Local Development Initiatives; Cluster Analysis; Major Projects; Energy Demand Analysis.

DREE-1760

Data Co-ordination

Description: This class covers information relating to maintaining and developing a data base on regional statistics and providing statistical analysis for headquarters, field offices, OGD's and other clients.

Topics: Real Income Differential by Region, by Occupation; Provincial and Regional Data Directory; Changes in Investment by Region; Layoff in Ontario Communities; Employment Potential in Ontario; COMDAT 80; Bankruptcy Statistics; Employment and Unemployment by Province, Sex and Age Groups; Migration Rate by Age and Sex; Data Bank Franchise; Statistical Policy.

Background and Mandate

The Ministry of State for Science and Technology (MSST) was established by Order in Council in 1971. Its mandate is to formulate and develop policies with respect to:

- the most appropriate means whereby the Government of Canada may, through measures within its fields of jurisdiction, have a beneficial influence on the application and development of science and technology in Canada;
- the co-ordination of programs and activities regarding science and technology with other policies and programs of the Government of Canada; and
- the fostering of co-operative relationships with respect to science and technology with the provinces, with the public and private organizations, and with other nations.

In pursuit of this mandate, the three primary functions of the Ministry are policy formulation, service and information, supported by two additional functions: policy analysis and permanent programs.

The policy formulation function produces memoranda to Cabinet on subjects such as regional programs for research and development, procurement strategies, automotive research and development, contracting-out, federal support for university research and a planning framework for research and development.

The service function responds to requests from various science-based federal departments and involves chairing working groups, reviewing certain scientific activities and recommending management improvements. Examples include reviews of science-related budgets, co-ordination of federal space programs, and studies of topics such as forestry and ice-covered waters.

In the information function, the Ministry attempts to increase public awareness and to facilitate communication between government, industry and universities on a number of science issues.

The policy analysis function supports the policy formulation, information and service functions. Studies have covered such subjects as the relationship between research and development performances by Canadian and foreign-owned firms, and the transfer of technology from federal laboratories to industry.

The permanent programs include work in the international files: for example, the analysis of co-operative scientific arrangements between Canada and Third World countries. Another permanent responsibility is program review and assessment whereby the Ministry advises other federal departments on organizational matters and broad program content for science activities. The permanent programs function, like the policy analysis function, makes critical contributions to the policy formulation, service and information functions.

Organization and Responsibilities

The Ministry's three operational branches carry out these policy functions.

Government Branch has responsibility for Ministry projects which have a direct impact on government policies and activities involving scientific and technological issues. The Branch consists of three divisions, one to undertake special studies and projects, one to review and assess federal programs related to science and technology, and one to focus on international aspects of the Ministry's mandate.

University Branch has the responsibility of advising the government

on policies concerning the federal support of university research through the Granting Councils and other federal departments and agencies. It also advises on policies concerning the involvement of university research in the pursuit of national objectives and the involvement of university researchers in the development of science policies. The Branch maintains formal channels of communication with the university community to ensure that these policies of consultation can be implemented. The Interdepartmental Committee on Space Secretariat is also included in this Branch.

The Industry Branch is responsible for developing and adapting policies for the support and encouragement of industrial research, development and innovation which, in turn, can enhance economic growth and productivity in Canada.

The Ministry's fourth Branch, Corporate Services, provides administrative support for the organization. Its responsibilities include personnel services, financial services, communications (preparation of speeches, publications and press releases, etc.), administrative services (accommodation, supplies, records and telecommunications), a library and computer services.

Publications

The Ministry publishes numerous reports relating to science, research and development in Canada, as well as brochures, speeches and press releases. Annual publications include Federal Science Activities and Federal Science Expenditures and Personnel. Science Notes is used quarterly. A series of Background Papers are produced on such topics as trends in the demand for highly qualified manpower, Canadian space program plans and performance of research by Canadian industry. A complete list, as well as individual publications, are available from the Communications Services Division (telephone (613) 995-3093).

General Information

The Ministry welcomes informal requests for information; these may be directed to:

Communications Services Division
Telephone: (613) 995-3093

Library
Telephone: (613) 996-8457

Space Documentation Centre
Telephone: (613) 593-5590

Access Procedures

All requests under the Access to Information Act should be addressed to:

Public Access and Privacy Co-ordinator
Ministry of State for Science and Technology
Martel Building
270 Albert Street, Room 1031
Ottawa, Ontario
K1A 1A1
Telephone: (613) 996-4341

Note: A division of Statistics Canada, the Science Statistics Centre, is located within the Ministry as it works closely with certain sections of MSST. The Science Statistics Centre makes use of the Ministry's computer facilities for certain classes of records but is entirely responsible for the contents of these records which are listed under the Statistics Canada entry to this index.

Ministry of State for Science and Technology

Classes of Records

MSST-10 Science and Technology

Description: Information on any subject of a scientific nature with national policy development implications. *Topics:* Agriculture; aid and assistance - foreign; associations, clubs, societies, councils; astronomy; astrophysics; biology; botany; chemistry; economics; electronics; energy; environment; medical; government departments and agencies; physics; psychology; radiobiology; research institutes; and international science co-operation.

MSST-20 Committees

Description: Information used to co-ordinate the overall government policy on science and technology. *Topics:* Advisory Committee on Northern Development; environment committees; North Atlantic Treaty Organization committees; Organization for Economic Co-operation and Development committees; and space committees.

MSST-30 Conferences, Meetings, Symposia and Seminars

Description: Records of correspondence on agendas, notices, minutes of meetings, proceedings, memberships, etc. *Topics:* Conferences (scientific and technological); associations; governments (international, national); industries; and universities.

MSST-40 United Nations General Assembly Matters

Description: Information on the General Assembly and related activities, Economic and Social Council, specialized agencies and educational, scientific and cultural organizations, etc. *Topics:* United Nations Economic and Social Council and related activities; United Nations Educational, Scientific and Cultural Organization; United Nations specialized agencies and related activities.

MSST-50 Statistical Report Files

Description: Machine readable files used in the preparation of reports by MSST policy branches and the Science Statistics Centre of Statistics Canada. Unless the reports are updated periodically, the relevant files are normally deleted shortly after a report is complete. *Topics:* Statistics relating to science and technology (specific topics may vary from time to time). *Storage Medium:* Magnetic tape.

Government Branch

Classes of Records

MSST-60 Federal-Provincial Co-operation

Description: Co-operation and liaison activities with other federal government departments, agencies and provinces; and Canada's international bilateral and multilateral relations in areas of mutual interest for potential collaboration, etc.

MSST-70 Federal Government Institutions

Description: Co-operation and liaison between federal government departments and agencies, including Science Council and National Research Council which report to Parliament through the Minister of State for Science and Technology.

MSST-80 North

Description: Scientific and technological information on Northern Canada and Arctic U.S.A.. *Topics:* MacKenzie Valley Pipeline Inquiry; Maple Leaf Project; Northern Arctic; offshore drilling and Beaufort Sea; research and development; and science and technology projects - inventory 1975-76.

MSST-90 Oceans

Description: Scientific and technological information on oceans. *Topics:* Buoys; ice-covered waters; mining; ocean industry; and ocean resource management program.

MSST-100 Program Review and Assessment

Description: Information on budgetary process on matters with a significant science and technology content and evaluation and advice on annual science and technology programs of federal departments and agencies. *Topics:* Briefings; departmental science budgets; and thrust areas and overviews (budgets).

MSST-110 Main Estimates Science Addenda

Description: Annual Survey results (confidential unit published) used to produce the yearly MSST publications Federal Science Activities and Federal Science Expenditures and Personnel, various specialized reports, and to up-date the Statistics Canada federal government historical science series. Used within the Ministry as a working tool for presentation of information notes and to advise on policy development. *Topics:* Statistics on federal expenditures and manpower devoted to research and development and science and technology activities in the natural and human sciences. *Retrievability:* Expenditure data by activity, performer, departmental program; Data by application area are also available; personnel data by occupational category and departmental program.

MSST-120 Multi-Year Operational Plans - Science Addenda

Description: Annual survey results used for the preparation of Cabinet memoranda and other briefings by and for other departments and agencies, on scientific research and development resource allocations. *Topics:* Statistical data on approved or proposed expenditures on science and technology, research and development for both natural and human sciences.

MSST-130 Science Co-operation International

Description: Information on the development of Canada's international relations in science and technology including science and technology agreements, co-ordination of missions, visits to and from various countries, science co-operation; etc. *Topics:* Agreements, pacts, treaties; international studies and surveys; and visits by dignitaries from and to foreign countries.

Industry Branch

Classes of Records

MSST-140 Industry

Description: Information on incentives, innovation, intellectual property, Make-or-Buy policy, and transfer of technology. *Topics:* Awards

Ministry of State for Science and Technology

to inventors, copyrights and trademarks; incentive programs (Program for Advancement of Industrial Technology, Defence Industry Productivity, Industrial Research and Development Incentive Act); investment capital for innovation; licensing; make-or-buy assessment; patents; and transfer of technology.

MSST-150

Research and Development

Description: Information on research and development decision-making, surveys, expenditures, contracts, stimulation of research and development in geographic regions, and strategic planning for the automotive industry. *Topics:* Data requirements; directory of industrial research and development; research and development action plan (by region); research and development - automotive industry; and U.S. multinational study.

MSST-160

Technological Assessment and Forecasting

Description: Information on trends and potential developments in science and technology, government participation in future studies, technological implications of the "conserver society" and long-term problems for Canadian industry. *Topics:* Forecasting methodology; future studies; GAMMA project; long-term priorities; and social indicators.

MSST-170

Science Indicators Project

Description: Data on industrial research and development expenditures and personnel, updated every two years and used to produce the Science and Technology Indicators Manual. *Topics:* Time series of research and development expenditure and personnel in Canadian industries and some international comparisons, since 1963; data from Science Statistics Centre, OECD, National Science Foundation (USA) and other Statistics Canada sources.

University Branch

Classes of Records

MSST-180

Space

Description: Correspondence related to space policy, agencies and organizations; co-operation; satellites; etc. *Topics:* Agencies and organizations; aeronautical satellite development program; Canadian domestic satellite communication system; Communication Satellite Corporation; communication technology satellite; international satellite ionosphere studies; international telecommunications satellite; Landsat; Canadarm; launchers; and Seasat.

MSST-190

Space-Related Capabilities

Description: Information from survey of space-related capabilities in Canadian industry used to support the space program, particularly to analyze the impact of the space program on the Canadian space industry. *Topics:* Manpower, research and development expenditures; sales for companies involved in space activities.

MSST-200

University and Post-secondary Education

Description: Information on post-secondary education, awards for graduate study in science, research, federal support and funding, institutes, colleges, and highly qualified manpower projections.

Topics: Highly qualified manpower projection model and use; graduate students support and awards; university research - general; university research costs - studies.

MSST-210

Highly Qualified Manpower

Description: Information on the highly qualified manpower (HQM) model and data base which provides projections of demand for university graduates by field of study 1972-1985. *Topics:* Occupation projections; occupation - education (field of study) matrix; and computer programs (APL). Based on major extracts from Statistics Canada HQM Post-censal survey. Several publications of the Ministry are based on this data.

MSST-220

NRC-NSERC Grants

Description: Data on all grants of the National Research Council and Natural Sciences and Engineering Research Council from 1964 to 1980, used to analyze trends in the funding of university research and the natural and engineering sciences. *Topics:* Name of grantee; type of award; amount; institution; and department and granting council.

MSST-230

University Funding by Federal Departments

Description: Data, also available through the National Research Council (DEPART.DAT), on all grants and contracts to universities from federal departments since 1972. Up-dated annually, it is used for analyzing trends in the funding of university research in the natural and engineering sciences. *Topics:* Name of grantee; type of award; amount; institution; and department and funding agency.

Corporate Services Branch

Classes of Records

MSST-240

Administration

Description: Information on the internal administration of MSST. *Topics:* Administration; finance; personnel; equipment and supplies; and services.

MSST-250

Personnel System

Description: Information on establishment listing. Internal reports, of which extracts or summaries are published in MSST's annual reports and elsewhere. *Topics:* Organization chart; job classifications; incumbents' names; etc.

MSST-260

Finance System

Description: Information on internal financial reporting. *Topics:* Transactions; cash flow and budget status for each administrative unit.

MSST-270

Library Catalogue

Description: "ULISYS" Library catalogue searching and circulation control system.

MSST-280

Mailing List

Description: Produces labels for MSST mail-outs. *Topics:* Names and

Ministry of State for Science and Technology

addresses of those to whom MSST distributes information on a regular basis.

MSST-290

Director of Scientific Capabilities

Description: Survey results (1977 only) used to produce and publish

the Directory of Scientific and Technological Capabilities in Canadian Industry (1977). Also used for mailing lists and to respond to queries concerning data in the Directory. *Topics:* Locations; products; research and development facilities; and activities and personnel of some scientific and technological groups associated with Canadian industry.

Background

The Department of the Secretary of State was established in 1868 as the official channel of communications between the new Dominion of Canada and the Imperial government in the United Kingdom. Since the early days, the department has grown and changed, as has Canada itself.

Today, the programs of the Secretary of State converge on one of the prime objectives of the Government of Canada, which is to contribute to the development, among present and future Canadians, of a sense of belonging to the nation by permitting them to grow fully in a multicultural society within a bilingual frame.

Overall Responsibilities

The activities and programs of the Department of the Secretary of State are diverse and touch upon many aspects of Canadian life.

Some programs encourage the native populations to preserve their language and culture while adapting to the realities of modern life.

The Official Languages Minority Groups programs assist numerous Canadian francophones and anglophones to preserve their language and culture, which are perpetuated through the education of their children in their mother tongue. The federal government also helps organizations and establishments in the private and non-federal public sector to provide services to the public in both official languages.

The Translation Bureau provides translation and interpretation services in all languages as required to Parliament and to some 150 departments and federal agencies to facilitate federal government communication internally, with the Canadian public, and internationally.

Services available to future Canadian citizens help them integrate with their new environment by helping them acquire citizenship and learn one of the two official languages. Also, they are encouraged by the Multiculturalism Program to maintain their original culture and make it better known to other members of Canadian society.

Among national objectives of the federal government with regard to education are equal opportunities for Canadians in education and employment, and the guaranteed right to live and work anywhere in Canada. This is why the federal government, through the Department of the Secretary of State, helps finance post-secondary education in collaboration with provincial and territorial administrations.

A major activity of the Department is to support voluntary organizations whose role in society is recognized and appreciated by the federal government. These groups of citizens provide the government with important public feedback that indicates the sectors in which government action may be required.

Voluntary groups touch nearly all aspects of society: health, education, human rights, social development, youth, women, Native citizens, and the handicapped. Their preoccupations are in line with the ideal of social justice that the Secretary of State seeks to promote.

Ever since its creation the Department of the Secretary of State has been charged with organizing and directing official ceremonies and events of national interest, contributing thus to national unity.

As co-ordinator of federal human rights activities in Canada, the Department of the Secretary of State is responsible for promoting tolerance and understanding, so that everyone enjoys fundamental human rights and freedoms.

In addition, during 1981-82, the Secretary of State took on an additional responsibility: co-ordinating the response of the various departments to the report *Obstacles*, on handicapped persons.

Laws and Regulations

The Minister is responsible for administering the following statutes:

- Beaver, Symbol of Canada, S.C. 1974-75-76, c. 35
- Citizenship, S.C. 1974-75-76, c. 108
- Controverted Elections, Dominion, R.S.C. 1970, c. C-28
- Corrupt Practices Inquiries, R.S.C. 1970, c. C-33
- Disfranchising, R.S.C. 1970, c. D-7
- Federal-Provincial Fiscal Arrangements and Established Program Financing Act, 1977, S.C. 1976-77, c. 10, s. 24, re: Post-Secondary Education Financing
- Holidays Act, R.S.C. 1970, c. H-7
- Laurier House, R.S.C. 1952, c. 163
- Léger Foundation, Jules and Paul-Emile, An Act to Incorporate, S.C. 1980-81, c. 85
- National Anthem, S.C. 1980-81-82, c. 5
- Public Service Employment, R.S.C. 1980, c. P-32
- State, Department of, R.S.C. 1970, c. S-15
- Student Loans, Canada, R.S.C. 1970, c. S-17
- Temperance, Canada, R.S.C. 1970, c. T-5
- Translation Bureau, R.S.C. 1970, c. T-13 Acts in which the Secretary of State has primary interest:
- Appropriation Act No. 2, S.C. 1980-81-82, c. 41, Vote No. 10, re: Official Languages - Grants Listed in the Estimates and Contributions
- Official Languages Act, R.S.C. 1970, c. 0-2
- Canadian Bill of Rights, S.C. 1960, c. 44
- Trade Marks Act, R.S.C. 1970, c. T-10, s. 9, re: National Symbols

General Information Sources

Enquiries Unit
Communications Branch
Department of the Secretary of State
Ottawa, Ontario
K1A 0M5
Telephone: (819) 997-0055

The Enquiries Unit responds to enquiries directed to the department by the general public and other departments, with the exception of enquiries addressed directly to the Ministers or those originating from the media. It answers questions about the programs and activities of the department as well as requests for information on the programs and activities of the federal government as a whole. The unit also handles the distribution of publications.

Secretary of State

Resource Centre - Secretary of State Library

Departmental Library
Department of the Secretary of State
Ottawa, Ontario
K1A 0M5
Telephone: (819) 997-5384

Located on the 2nd floor of 15 Eddy Street, Hull, P.Q., the centre is open from 8:30 a.m. to 5:00 p.m. weekdays. It makes available to the public copies of departmental research reports, including the results of public opinion polls, either as hard copy or as microfilm. Information catalogued in the departmental library is available through the public library network across the country. Audio-visual material produced by the Secretary of State and available to the public is listed in the National Film Board catalogue.

Access to Information

Requests for Department of the Secretary of State records under the Access to Information and Privacy Act should be addressed to:

Access to Information and Privacy Co-ordinator
Department of the Secretary of State
Ottawa, Ontario
K1A 0M5
Telephone: (819) 997-4311

List of Publications

Publications are distributed by the Enquiries Unit of the Communications Branch. A list of publications is available upon request. Members of the public wishing to receive this list regularly may be placed on a distribution list.

Mailing Address:

Enquiries Unit
Communications Branch
Department of the Secretary of State
Ottawa, Ontario
K1A 0M5
Telephone: (819) 997-0055

Access Procedures

The Department of the Secretary of State encourages members of the public to obtain information through informal processes of access to information as much as possible. A great deal of departmental information is available through informal channels, that is, without having to fill out a Record Access Request Form.

Traditionally, people have contacted us and can still contact us for information through the Public Enquiries Unit of the Communications Branch. An additional informal access mechanism is available through the Resource Centre of the Secretary of State Library.

Formal access requests in the form of Record Access Request Forms should be addressed to the Access and Privacy Co-ordinator, who acts as a formal public contact point for Secretary of State.

Regional Activities and Contacts

Regional Offices across Canada are responsible for the management of departmental activities in all the regions of the country.

Regional Addresses

Nova Scotia Region

Department of the Secretary of State
Regional Directorate
5281 Duke Street
Halifax, Nova Scotia
B3J 3M1

Newfoundland Region

Department of the Secretary of State
Regional Directorate
P.O. Box E-5368
Duckworth Street
St. John's, Newfoundland
A1C 5W2

New Brunswick and Prince Edward Island Region

Department of the Secretary of State
Regional Directorate
160 Main Street, Suite 504
Moncton, New Brunswick
E1C 1G2

Quebec Region

Department of the Secretary of State
Regional Directorate
1080 Beaver Hall Hill, Room 2102
Montreal, P.Q.
H2Z 1S8

Ontario Region

Department of the Secretary of State
Regional Directorate
Suite 200
25 St. Clair Avenue, East
Toronto, Ontario
M4T 1M2

Manitoba Region

Department of the Secretary of State
Regional Directorate
303 Main Street, Room 201
Winnipeg, Manitoba
R3C 3G7

Saskatchewan Region

Department of the Secretary of State
Regional Directorate
200-2101 Scarth Street
Regina, Saskatchewan
S4P 2H9

Alberta and Northwest Territories Region

Department of the Secretary of State
Regional Directorate
Harley Court, Ground Floor
10043-111th Street
Edmonton, Alberta
T5K 2M5

Pacific Region

Department of the Secretary of State
Regional Directorate
Room 207
1525 West Eighth Avenue
Vancouver, British Columbia
V6J 1T5

Education Support Program

The Department of the Secretary of State is the federal ministry responsible for the co-ordinated development, formulation, implementation and review of federal education policies and programs in support of national objectives.

Classes of Records

SS-10

Post-Secondary Education Support

Description: Under the Post-Secondary Education Financing Program, the Secretary of State makes payments to provincial and territorial governments in amounts allocated by the Minister of Finance as authorized under Part VI of the Federal-Provincial Fiscal Arrangements and Established Program Financing Act, 1977. *Topics:* Education - general; acts, bills, legislation and regulations; adult education; bilingualism in education; Canadian studies; commissions; committees; conferences; O.E.C.D.; UNESCO; education policy; educational accountability; educational equalization; educational organizations; financing and funding - general; Canada Student Loans Program; educational grants; established program financing; federal-provincial task forces on student assistance; Federal-Provincial Fiscal Arrangements Act; provincial liaison (by province); federal liaison (other departments); international liaison; research; studies and surveys; statistics; student summer employment.

EDP Systems

- Post-Secondary Education Support Project 2004
- Post-Secondary Education System Project 2981

SS-20

Student Assistance

Description: Established in 1964, the Canada Student Loans Program (CSLP) is designed to make higher education more accessible and to facilitate geographic mobility in the choice of institutions. It provides loans to students with demonstrated financial need in order to help them in meeting the costs of full-time study at the post-secondary level. *Topics:* Student Assistance - general; Canada Student Loans; legislation; correspondence; publications; reports and returns; forms; financial; statistics; procedures; committees; studies; C.S.L. criteria; scheduling; guaranteed loans.

EDP Systems

- Student Financial Assistance Surveys (part of Issues Canada, CSLP) - Project 2061
- Needs Assessment Reporting - Projects 7400, 2983, 2065, 2066
- Canada Student Loans Program - Loans Subsystem — Project 2982

- Canada Student Loans Program - Claims Subsystem - Projects 2982, 2090, 2040

Note: A computer entry is made for every applicant; the entries are maintained on microfilm.

Manuals

- Canada Student Loans Program - List of Eligible Institutions
- Canada Student Loans Program - Guidelines to Provinces
- Canada Student Loans Program - Internal Procedures Manual

Official Languages Program

The objective of the Official Languages Program is to provide Canadians with more equitable and equal opportunities to communicate in both official languages, to appreciate Canada's linguistic evolution, and for minority official language groups to be educated and to participate fully in all aspects of Canadian society in their own language.

Classes of Records

SS-30

Official Languages in Education

Description: The activities of the Official Languages in Education Program include the provision of financial assistance to the provinces and territories for minority language education and second language instruction at all levels of the education system, the provision of assistance to institutes and organizations for the compilation and dissemination of information on second language teaching and learning and on minority language education, and the provision of scholarships to post-secondary students for second language training provided by the Queen Elizabeth Endowment Fund. *Topics:* Development of bilingualism; B. & B. Royal Commission; Bilingual Districts Advisory Board; provincial francophone associations; information-program and publicity; Language Programs Branch; Official Languages in Education; Summer Language Bursary Program; development of bilingualism in education; educational forum; correspondence with the public; correspondence with educational institutions; provincial bilingual studies; private schools policy; elementary and secondary levels - federal-provincial conferences; post-secondary and teacher training levels; adult education language programs; special projects - general, by province; language research - general, conferences, co-operation with institutions and organizations, projects, general enquiries, relations with international organizations, with other countries and with national organizations.

EDP Systems

- Official Languages - Fellowship Awards - Project 2034
- Language Program Teachers Survey - Project 2015
- Language Program Fellowship Survey - Project 2014
- Cultural Program Grant Applications - Project 2502

SS-40

Translation Bureau

Description: The Translation Bureau provides translation and interpretation services (simultaneous translation) in all languages to

Secretary of State

Parliament, the Government, the Executive, the Judiciary, and all agencies created by Parliament or the Governor in Council; and administers translation, terminology and interpretation contracts. As well, the Bureau co-ordinates and manages terminological research and information. *Topics:* General; associations and organizations; bilingualism; conferences and symposiums; translation services in general; English Translation Division; customer services; Central Translation Services Directorate; National Defence and Centre-West; Montreal Division; Quebec City Division; Special Operations Branch; interpretation; parliamentary translation; multilingual services; contracts (free-lance translators); Planning and Technology Directorate; training - grant-aided translators; liaison (secretary); terminology; documentation; language quality; terminological research - universities - glossaries.

EDP Systems

- Metro - Project 2962
- Terminum II - Terminology Bank - Projects 2961, 2007
- Translation Data Systems (TDS) - Projects 2001, 2403, 2695, 2072, 2964
- TAUM Aviation (Translation Automatique Université de Montréal) - Project 2045
- Customer Satisfaction Survey on Translation - Projects 2601, 2077
- Analysis of the Translation Evaluation Report - Project 2601-1

Manuals

- Translation Bureau Manual: This manual describes the policies and procedures used by the Translation Bureau to carry out its activities.

SS-50

Promotion of Official Languages

Description: As part of its Promotion of Official Languages Program, the federal government helps organizations and institutions with problems related to the provision of services in both French and English. This program is also designed to facilitate access to knowledge and expertise acquired by the government in the use of official languages. The program provides both technical and financial assistance to the private sector, particularly voluntary organizations and private business, and the non-federal public sector, comprising provincial, territorial and municipal administrations, educational institutions, medical establishments and social service organizations. *Topics:* Bilingualism in the private sector; aid to business and industry; aid to adult education (non-governmental); aid to public administration, federal language course, provincial language schools, translation; aid to provincial and municipal agencies; aid to hospitals; aid to libraries; aid to municipalities; Summer Language Bursary Programs; Second Language Monitors' Programs; aid to voluntary agencies; and voluntary agencies for interpretation and translation; aid for language learning; assistance for book translation; book purchasing and distribution; films; conferences on bilingualism in the private sector; Prime Minister's Committee on Official Languages in the Private Sector; special projects in the private sector; special assistance to voluntary associations - sports federations, learned societies.

EDP Systems

- Grants for Non-Profit Associations - Project 2064

- Language Program Business Survey - Project 2013

Citizenship and Culture Program

The Citizenship and Culture Program aims to assist Canadians, especially cultural groups and those most in need, in achieving more equitable and equal opportunities for social growth, quality of life and fuller involvement in Canadian society; and in achieving an improved knowledge, appreciation and enjoyment of Canada and its cultural diversity. As well, the program aims to assist Canadians to achieve a greater awareness of human rights, fundamental freedoms and related responsibilities, and to increase respect for and compliance with Canada's domestic and international commitments.

Manuals

- Funding Manual - Grants and Contributions - an operating tool designed for use by departmental staff in dealing with the administration of departmental funding activities
- Citizenship Registration Manual - contains the legislation and procedural guidelines used in the administration of the Citizenship Registration Program

Classes of Records

SS-60

Human Rights

Description: The activities of the Human Rights Program include the provision of both financial aid and technical support to organizations concerned with human rights development, the promotion of greater understanding between all groups, and assisting and co-ordinating the progress of human rights in Canada. The Human Rights Program achieves its objectives through a program of support for education, research and development work by non-governmental organizations; as well as by operating a secretariat for the two major governmental human rights committees chaired by the department - the Federal Interdepartmental Committee on Human Rights, which facilitates the co-ordination of the federal government's human rights responsibilities, and the Continuing Federal-Provincial Committee of Officials Responsible for Human Rights, which provides a mechanism for liaison and consultation in matters relating to Canada's international human rights commitments. *Topics:* Human Rights Program - general; 25th anniversary of the universal declaration of human rights; Canadian Constitution; Canadian Human Rights Commission; committees; conferences and seminars; discrimination; fellowship in human rights; freedom of information; human rights cases; Human Rights Day; international covenants on human, civil, political, economic, social and cultural rights; International Year for Human Rights (1968); International Year of the Child (1979); International Year of Disabled Persons (1981); International Youth Year (1985); legislation; racial discrimination; reports on human rights; United Nations; United Nations related intergovernmental agencies; United Nations economic and social council; year book on human rights.

SS-70

State Ceremonial

Description: State Ceremonial activities help foster a sense of national identity through the promotion of national symbols (the Canadian flag, national anthem) and the organization of state ceremonies. It is responsible for matters that concern the Queen in Canada as well as her representatives, the Governor General and the lieutenant - governors of the provinces. *Topics:* State Protocol and Special Events - general; anthems; patriotic songs; arms; arms of Canada; ceremonies and celebrations; deaths, burials and funerals; emblems and seals;

Maple Leaf emblem; flags; gifts from Canada; gifts to Canada; Governor General; Parliament; Parliament Hill; provincial matters, provincial administrators; provincial speeches from the Throne; provincial statutes; lieutenant governors; Royalty; royal visits; use of Crown as a symbol; royal patronage; royal photographs; use of prefix royal; use of names of members of the Royal Family; salute and saluting; titles; statues of former Prime Ministers; portraits of former Prime Ministers.

EDP Systems

- Canada Day Survey - Project 2033
- Queen's Silver Jubilee Medal - Project 2025

SS-80

Citizenship Registration

Description: The Citizenship Registration Branch is responsible for applying the new Citizenship Act of 1977. The Branch provides services and facilities, including the regional citizenship courts, for the granting and proof of Canadian citizenship, and promotes the concept of Canadian citizenship through activities designed to encourage and value its acquisition and retention. *Topics:* Citizenship Act; natural-born Canadian citizens; loss of citizenship; resumption of citizenship; foundlings; Canadians other than natural-born; acquisition of Canadian citizenship; domicile, residence and lawful admission; automatic loss of citizenship; exemption from automatic loss of citizenship; loss of citizenship by revocation; status of Canadian citizens and recognition of British subjects; status of aliens; court procedures and evidence; citizenship appeal court; authority of Governor in Council, proclamations, regulations, designations, regulations - fees; establishment of lawful admission, Canadian domicile or deportation; Newfoundland and Confederation; duties, liabilities, obligations after loss of nationality; violation and penalty for offence against the Act or regulations; repeal of Naturalization Act and Canadian Nationals Act; first schedule and nationality; citizenship laws and Commonwealth citizenship laws; other related statutes; foreign citizenship laws and other related statutes; Oath of Allegiance; Acts; certificates - citizenship naturalization; change of name; citizenship; claims; external affairs; convention of naturalization; death; declaration of intention; denization; deportation; diplomatic relations; diplomats; disability; discretion of minister; emigration; evidence of birth, adoption or legitimation; expatriation; hearings; immigrants on welfare; immigration laws; interpreters and translators; language requirements; legal opinions; marriage; national registration; passports; pensions; race, sect, religion, refugees; resolutions; Royal Canadian Mounted Police Records; seamen; second class citizens; statelessness; dual nationality; treaties; United Nations; service - Canadian Armed Forces, Foreign Armed Forces; voters - eligibility; war criminals; women, citizenship regulations; persons who are citizens; persons who are not citizens; grant of citizenship; lawful admission and permanent residence; adequate knowledge of language and of Canada; loss of citizenship; revocation of citizenship; resumption of citizenship, application, registration and fees; citizenship judges; Federal Court - Trial Division; security and public order; prohibitions; delegation and exercise of authority; legal proceedings; offences under the Act; dual nationality; liaison with other government departments; demographic policy; citizenship language and textbook agreements.

EDP System

- Citizenship Grant Project - Project 2005

SS-90

Multiculturalism

Description: The Multiculturalism Program provides encouragement and support, both financial and technical, within the framework of

Canada's official languages policy and in the spirit of existing human rights codes, towards the full realization of the multicultural nature of Canadian society through programs which promote the preservation and sharing of ethno-cultural heritages and which facilitate mutual appreciation and understanding among all Canadians. *Topics:* Multiculturalism Program - general; program management; cultural resources development - general, projects, crafts, education, performing and visual arts, literature program, media relations and broadcasting, resources, theatre, women; public response; public relations; multicultural centers; conferences, meetings; ethnic press; human rights and civil liberties; ethnic - organizations, histories; multicultural studies; immigrant orientation; cultural integration; multiculturalism - grants; surveys, questionnaires and reports; funding; cultural agencies; relations with other countries, provinces; cultural enrichment program; Canadian Consultative Council on Multiculturalism; race relations.

EDP Systems

- Multiculturalism Ethnic Studies Survey - Project 2607

SS-100

Women's Program

Description: The Women's Program of the Secretary of State is the major federal organization responsible for providing advice, guidance, information and financial assistance to voluntary associations working to improve the status of women. The objective of this program is to encourage the full participation of women in Canadian society by increasing their ability to participate in all aspects of community life, and by urging major institutions to take concrete measures to improve their status. *Topics:* Woman's Program - general; Advisory Council on the Status of Women; communications and media relations, consultants and consultations; conferences, meetings and seminars discrimination and human rights; employment; employment - affirmative action; International Women's Year - general, conferences and seminars, Interchange 75; non-government women's organizations, associations, centres and groups; regional grants; regional offices; reports and studies; Status of Women - general, plan of action other government departments, municipalities and agencies, action research.

SS-110

Voluntary Action

Description: This program is designed to encourage Canadians to participate in public and community affairs through national and local voluntary organizations. It provides technical and financial assistance to citizen groups and associations in order to help them attain their participation objectives. *Topics:* Voluntarism - general reports, research and studies; conferences, meetings and seminars. National Advisory Council on Voluntary Associations - general consultations, research, studies and reports, Task Force reports and review, taxation and registered charities.

SS-120

Youth Participation

Description: The goal of this program is to provide young Canadian with the opportunity to discover and better appreciate their country. With this in mind, the Department administers Open House Canada and finances the activities of Katimavik. *Topics:* Youth - general Open House Canada; International Youth Year (1985); Youth Employment Programs - general, Student Community Service Program; Summer Student Employment and Activities Program; Summer Jobs Corps; Summer Youth Employment Program (1980); Summer Canada.

Secretary of State

EDP Systems

- Student Summer Employment and Activities Program - Project 2003
- Hostels Program (National Hostel Task Force Survey) - Project 2016

SS-130

Native Citizens

Description: The Native Citizens Program is designed to help native people identify their needs and develop the means to deal with them. It concentrates on helping native organizations at the national and regional levels, native women and native people moving into urban areas. *Topics:* Native Citizens - general; agreements and treaties; committees; conferences and meetings; communications; discrimination and human rights; education, health and sports; employment; summer job corps; evaluation and review; friendship centres; funding; health services; housing; land claims; laws; migrating native peoples; non-government native organizations; policy development; reports and studies; research; social and cultural development; sports; statistics and surveys; women; youth.

SS-140

Official Language Minority Groups

Description: Under its official languages policy, the Government of Canada offers a variety of services to francophones in the provinces and territories outside Quebec and to anglophones in Quebec, to aid their development and cultural fulfillment. The main objective of this program is to help members of official language minority groups to function effectively in their environment and develop within Canadian society. *Topics:* Program for Official Language Minority Groups - general; refusals; grants copy - community development, cultural activities, francophone-anglophone relations.

EDP Systems

- Migration of Native Peoples Survey - Project 2026

Administration and Regional Operations Program

The Administration and Regional Operations Program aims to ensure, jointly and individually, with equity, the economical, efficient, effective and accountable realization of the Department's objectives

and priorities, in a spirit of service to the public; and to contribute to enhancing Canadians' sense of belonging to the country in each region.

SS-150

Administration

Description: The Administration Program is responsible for the management services consisting of planning, audit, evaluation and corporate policy; and central services which include finance, personnel, administrative services, communications, computer services and legal services.

Manuals

The following manuals describing departmental policies and procedures are used to carry out the various support activities of the department:

- Executive Directives
- Departmental Services
- Administrative Services
- Financial Management
- Financial Coding
- Personnel
- Readings in Personnel Administration
- Security Services

SS-160

Regional Operations

Description: Regional Operations are responsible for the management of all departmental activities in all regions of the country, giving particular attention to the specific needs of each region. The Regional Offices also ensure regional participation and program development at a national level and facilitate communication to the public concerning departmental programs and activities.

Classes of Records

The records existing in the Regional Offices are organized into similar classes of records and subject topics as those used by headquarters.

Ministry of State for Social Development

Background

The Ministry of State for Social Development was created in June, 1980 as part of the federal government's new policy and expenditure management system.

The Ministry is a central agency which functions in support of the Social Development Cabinet Committee by providing analyses and financial data to assist Ministers in their assessment of social policy and program proposals. The Ministry also supports the work of a Committee of Social Development Deputy Ministers.

The Ministry is structured around three operational Branches: Income Support and Transfer Payments, Program Delivery, and Finance and Co-ordination. The activities of these Branches are supported by four other Branches: Committee Support, Communications, Finance and Administration, and Personnel.

Most of the records held in the Ministry originate in other federal government departments and agencies. Where appropriate, the Ministry will refer requests for information on these documents to the departments or agencies concerned. Records are arranged by subject and cross-referenced to the names of the federal departments and agencies concerned.

Access Procedures

Information requests under the Access to Information Act should be addressed to:

Director of Communications
Ministry of State for Social Development
171 Slater Street
Ottawa, Ontario
K2A 1G3

Income Support and Transfer

Payments Branch

The Branch consists of two Directorates through which it conducts the overall assessment and co-ordination of income support and transfer payment programs. The Branch also leads and co-ordinates the joint efforts of federal departments and conducts the necessary liaison with provinces and non-governmental organizations with respect to these policies and programs.

Classes of Records

SD-10

Intergovernmental Transfers

Description: Information on Established Program Financing and social programs by which the federal government enters into agreement or transfers funds for the provision of social programs through other levels of government. *Topics:* Established Program Financing; National Training Program; Canada Student Loans; Official Languages in Education; and Canada Assistance Plan.

SD-20

Transfers to the Individual

Description: Information on programs and tax expenditures through which the federal government transfers income support to individuals. *Topics:* Pensions; Family Allowances; Unemployment Insurance; Employment Programs; War Veterans Allowances and Disability Pensions; and tax expenditures in related fields.

Program Delivery Branch

This Branch consists of four Directorates through which it conducts the overall assessment of social programs which are delivered by the federal government directly or through provincial agencies.

Classes of Records

SD-30

Justice and Legal Information

Description: Information on the criminal justice system, federal law enforcement and related legislative fields. *Topics:* Criminal Code; human rights; law reform; RCMP; Correctional Service Canada; and National Parole Board.

SD-40

Indian and Northern Programs

Description: Information on program areas which target or affect native peoples and Northern programs. *Topics:* Indian and Inuit affairs; native claims; Northern affairs, including resource development.

SD-50

Culture and Immigration

Description: Information on federal cultural and social programs and agencies, granting councils, and immigration policies and programs. *Topics:* Fitness and amateur sport; cultural and social programs; granting councils; federal cultural agencies; immigration policies on levels, selection and settlement; and the Immigration Appeal Board.

SD-60

Health, Environment and Housing

Description: Information on federal programs providing health services, national parks, environmental programs and federal housing programs. *Topics:* Medical research care; drug quality; laboratory testing; emergency services; health promotion and protection; parks environmental quality and hazards; housing; community services and infrastructure; and home insulation.

Finance and Co-Ordination Branch

The Branch consists of three Directorates through which it maintains a continuous overview of Social Development policies, programs and expenditures; and co-ordinates strategic planning for priority and resource requirements in the Social Policy sector.

Classes of Records

SD-70

Financial Planning

Description: Information on the financial implications of social policies and programs in keeping with the requirements of the new policy and expenditure management system. *Topics:* Policy and program proposals; estimates and budgets; expenditure planning; and monitoring procedures.

SD-80

Policy Overview and Planning

Description: Information on departmental strategic overviews and sector-wide priorities. *Topics:* The strategic overview process; envelope planning.

Ministry of State for Social Development

SD-90

Co-ordination

Description: Information on co-ordination activities with other central agency officials in Ottawa and in the provinces. *Topics:* Federal-provincial social issues; regionalization.

Committee Support Branch

This Branch co-ordinates the preparation and flow of documents to the Social Development Cabinet Committee and provides support services to the Committee of Social Development Deputy Ministers.

Classes of Records

SD-100

Committee Support

Description: Information on scheduling requirements, as well as policy and program considerations of the Committee of Social Development Deputy Ministers. *Topics:* Committee workload scheduling; assessment reports on Committee policy and program discussions.

SD-110

Correspondence

Description: All incoming and outgoing correspondence and documents. *Topics:* Correspondence ledgers; document control procedures; cross-referencing requirements.

Communications Branch

This Branch manages the public information, communications analysis, access to information and privacy and Parliamentary return functions within the Ministry.

Classes of Records

SD-120

Communications

Description: Information on communications and public information activities, legislative requirements for access to information and privacy, parliamentary returns and library services. *Topics:* Policies; procedures; legislative requirements and analysis reports on communications, planning and co-ordination; and access to information and privacy requests.

Background

The Department was established in 1966 when Parliament assigned to it responsibility for the Royal Canadian Mounted Police (RCMP), the Correctional Service of Canada (CSC, formerly the Canadian Penitentiary Services) and the National Parole Board (NPB).

Overall Responsibilities

The Solicitor General discharges certain duties specifically assigned under a number of acts, notably the Royal Canadian Mounted Police Act, the Penitentiary Act, the Parole Act, the Prisons and Reformatories Act, the Immigration Act, the Official Secrets Act, the Criminal Records Act, the Transfer of Offenders Act and the Criminal Code of Canada. In addition, the agencies of the Ministry have an operational responsibility for the discharge of many functions under such acts as the Criminal Identification Act, the Diplomatic and Consular Privileges and Immunities Act, the Fugitive Offenders Act and the Migratory Birds Act, among others.

In 1973, what had been formerly known as Departmental Headquarters was reorganized to perform the functions of a Ministry Secretariat. The Secretariat is responsible for developing and co-ordinating Ministry policy and program roles at the federal and federal-provincial levels in four major areas: criminal justice, corrections, police and security.

The Secretariat reports to the Deputy Solicitor General. The heads of the three agencies (RCMP, CSC and NPB) report to the Solicitor General. These three agencies are described in greater detail elsewhere in this Registry with a complete listing of the information banks they hold. Requests for access to information specifically related to these agencies should be directed to the Access to Information co-ordinator of the particular agency.

The Security Intelligence Transitional Group also reports to the Solicitor General. This Group is charged with preparing for the separation of the Security Service from the RCMP and the establishment of a civilian security intelligence service. It is composed of two divisions: Security Policy Development, and Organizational and Administrative Policy Development.

Organization of the Ministry Secretariat

The Ministry Secretariat comprises the following branches:

Police and Security Branch

The Branch is responsible for policy formulation, analysis and program activities for law enforcement and national security. These activities derive from the Solicitor General's responsibility for all matters related to the RCMP, the Security Service and the security contingency planning responsibilities of the federal government. The Branch is the Government's sole resource for the intergovernmental and national development of security policy and procedures, including administrative security policy.

Policy Branch

This Branch develops the strategic policy framework for the Secretariat and formulates strategic policies for implementation and evaluation of criminal justice and corrections issues. It is also responsible for the development and presentation of the Annual Strategic Overview of the Ministry.

Programs Branch

The Branch consists of the Research, Planning and Liaison, Statistics, and Communications Divisions as well as the Consultation Centre.

The Research Division develops, manages and, to a lesser extent, conducts social science research for the use of Solicitor General Canada and the criminal justice system generally. It provides research and evaluation capabilities in four general areas: causes and prevention of crime, criminal justice policy, corrections; and police.

The Planning and Liaison Division is responsible for providing corporate planning services for the Branch and ensuring that relevant and timely research, statistical and related information is disseminated as widely as possible throughout the criminal justice system and to the general public. The Division operates three programs, each of which is focused on a different aspect of dissemination: the Publications Program, the Program for Workshops, and the Ministry Library and Reference Centre.

The Statistics Division provides professional and technical services to the Ministry, the Secretariat Executive and the Ministry agencies. It promotes the development of better information and statistics within the criminal justice system.

The Consultation Centre acts as an agent for change and promotes community involvement in criminal justice. It also maintains a general overview of federal-provincial relations dealing with criminal justice issues.

The Communications Division's main role is to explain the Ministry's functions, objectives and activities to those within the criminal justice system, to the media and to the general public. It is also responsible for "Liaison", a monthly magazine on various programs undertaken by the Secretariat, press releases and speeches, publications on Ministry activities, and a computerized mailing list.

These branches are supported by specialist advisers in the areas of finance, administration and human resources, and by legal counsel.

General Information Services

The Secretariat has general information services available to the public which should be consulted as a first step to obtaining information which it may hold. Please contact:

Communications Division, Programs Branch
Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
Telephone: (613) 995-4811

The Communications Division produces "Liaison", a monthly magazine for the criminal justice system and publishes material and information on various programs undertaken by the Secretariat, as well as press releases, speeches and publications relating the Ministry activities.

You may also consult the

Ministry Library and Reference Centre
Criminology Documentation Centre
Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
Telephone: (613) 995-4811

Solicitor General

The Centre provides reference and referral services and documentation on crime, criminal justice and other related areas.

Access Procedures

The Director of Administration is responsible for the Access to Information function in the Secretariat. Requests for access to information which may be held in the Secretariat and not available through the general information service should be addressed to:

Director of Administration
Finance and Administration Branch
Ministry Secretariat
Ministry of the Solicitor General
340 Laurier Street West
Ottawa, Ontario
K1A 0P8
Telephone: (613) 995-7351

Office of the Special Adviser

The Adviser is responsible for matters pertaining to commissions of inquiry having to do with the Royal Canadian Mounted Police.

Policy Branch

This Branch is responsible for developing the strategic policy framework for the Ministry, formulating strategic policies and strategies concerning criminal justice corrections issues, and providing advice to the Deputy Minister and the Minister on a wide range of specific criminal justice issues requiring public policy determination.

Programs Branch

The Branch identifies criminal justice needs and disseminates criminal justice information; provides a mechanism for the exchange of ideas in criminal justice between federal, provincial and foreign governments; provides the knowledge base on which policy and program decisions can be made within the Solicitor General. These functions are carried out by the Research Division, the Statistics Division, the Consultation Centre, the Planning and Liaison Division and the Communications Division.

Research Division

The function of the Division is to develop and communicate information on crime, criminal behaviour and Criminal Justice System operations, as well as to increase public understanding and support of crime prevention and control. This is accomplished through contracting out for research studies; communicating the results or findings of the research; identifying research requirements or gaps; providing policy advice to the Criminal Justice System; and supporting the development of Canadian research manpower and resources through Canadian criminological centre.

Statistics Division

The function of this Division is to promote better information and statistics for and by the Criminal Justice System through statistical studies and surveys in support of policy, legislative or administrative decision making; monitoring and assimilation of statistics and information on crime and the administration of justice; and advisory services to the Minister, the Deputy, and the Criminal Justice System.

Consultation Centre

The function of this Division is to stimulate, foster and participate as an agent for change in the Criminal Justice System through participation in projects of an innovative or experimental nature within all levels of the System. The Division endeavours, within its mandate and through the discretionary application of resources, to promote community participation in the Criminal Justice System; promote activities leading to the improvement in function of the Criminal Justice System and promote policies and programs aimed at improving its appropriateness.

Planning and Liaison Division

The Division is responsible for identifying trends and forecasting developments within the Criminal Justice System and for co-ordinating Branch-wide planning. It is also responsible for a multidimensional program for the dissemination of research and other knowledge on crime and the Criminal Justice System through its publications and workshop programs; and for the timely exchange of information, by providing library, reference and referral services through the CRIMDOC Centre, to users within the Ministry, other components of the Canadian Criminal Justice System, and the research community, both in Canada and abroad.

Communication Division

The function of this Division is to improve communications between the Department and the press; to publish and distribute to the Criminal Justice System community, as well as to interested persons, a monthly criminal justice journal; to conduct vigorous public media relations programs on new legislation affecting the Criminal Justice System; and to conduct a continuing public education campaign on the Criminal Justice System.

Police and Security Branch

The Branch carries our specific responsibilities for law enforcement and security policy formulation and program activities through its three divisions: Security Policy, Police and Law Enforcement Policy, and Security Information and Contingency Plans.

Security Policy Division

This Division supports the Solicitor General's responsibility for providing continuing operational policy direction to the RCMP Security Service. In addition, it is responsible for policy planning and support services to various security and intelligence committees.

Police and Law Enforcement Policy Division

This Division is responsible for providing advice to the Minister on RCMP law enforcement, operational and administrative policies; it also has standard and parallel responsibilities for the Federal Government's policy on policing.

Security Information and Contingency Plans Division

This Division is responsible for the co-ordination of interdepartmental evaluation of security and intelligence, as well as the development of contingency plans for response to internal security or civil emergency crisis situations. The Division is also responsible for the administration of the Protection of Privacy Act and the VIP Protection Program.

Classes of Records

SGC-10 Commissions of Inquiry

Description: Information on legal and policy advice provided to the Government respecting matters pertaining to commissions of inquiry having to do with the Royal Canadian Mounted Police. *Topics:* Commission of Inquiry Concerning Certain Activities of the RCMP; Commission d'enquête sur des opérations policières en territoire québécois; Royal Commission of Inquiry into the Confidentiality of Health Records in Ontario; Commission of Inquiry into the Royal American Shows Inc. and its Activities in Alberta.

SGC-20 Fingerprint Examiner

Description: Information on requirements for, designation and revocation of fingerprint examiners under Section 594 (4) of the Criminal Code. *Retrievability:* Files are arranged by province.

SGC-30 Capital Punishment

Description: Information on policy, inquiries and the issues leading up to, as well as follow-up monitoring, of the effects on the criminal justice system of the legislation to abolish capital punishment (includes research and statistical data).

SGC-40 Community-Based Corrections

Description: Information on the issues regarding the convicted offender serving all or part of his or her sentence in the community. *Topics:* Policy; parole decision making; mandatory supervision; remission procedures; temporary absences; caseload management; alternative sentencing; factors on success; procedural safeguards; parole and peace officer role; and robbery.

SGC-50 Correctional Manpower Development

Description: Information on the staffing of correctional programs. *Topics:* Policy; volunteers; ex-inmates; training; career development; staff attitudes and surveys; job satisfaction; psychological testing and staff selection.

SGC-60 Corrections

Description: The incarceration or imprisonment aspects of the criminal justice system process; all issues having to do with the offender, the institutions, institution services, exchange agreements respecting offenders, parole and clemency. *Topics:* Inquiries; peace and security; cost of corrections; objectives; federal corrections policy; exchange agreements; parole services; clemency; statistics.

SGC-70 Crime

Description: Information on the nature and study of various types of crime, also on projects designed to develop policies, procedures or educational programs for police, the private sector, and communities directed at avoiding the commission of a criminal act or offence. *Topics:* The costs of crime and the criminal; unemployment and crime; homicide; rape; computers and crime; white-collar crime; terrorism; Cannabis; Policy Training Manual; anti-vandalism; Crime Prevention Kit.

SGC-80 Criminal Justice

Description: Information on all aspects of the criminal justice system.

Topics: Drugs; objectives of the criminal justice system; rights and responsibilities of persons in contact with the criminal justice system; myths on crime and criminal justice; natives; sentencing; victims; gun control; Criminal Code Review.

SGC-90 Diversion

Description: Information on the deflection of potential contact with any element of the criminal justice system (police, courts, institutions, parole, etc.). *Topics:* Diversion inventory; strategy; Community Kit; National Information Bank.

SGC-100 Incarceration (Imprisonment)

Description: Information on topics arising as a result of a sentence to a prison term. *Topics:* Policy; aspects of incarceration; long-term incarceration; classification and typologies; inmate rights; Health Care Guidelines; correctional investigator; dissociation; grievance procedures; riots; hostage taking; disruptions; suicide; independent chairperson process.

SGC-110 Institution (Prison) Design and Programs

Description: Information on specific programs planned or in operation within the institutions; research and evaluation of these programs; research and statistical data for long-range planning of institution size and design features. *Topics:* Policy; life skills; therapeutic programs; trade and education; treatment; living units; behaviour modification.

SGC-120 Juvenile Justice

Description: Information on issues related to juveniles coming into contact with or in conflict with the law. *Topics:* Policy; analysis - juvenile delinquency statistics; transfer - juvenile to adult court; adults contributing to juvenile delinquency.

SGC-130 Juvenile Offender

Description: Information on issues related to the convicted juvenile during the incarcerated period. *Topics:* Policy; juvenile programs; group home programs; community programs; classification and typologies.

SGC-140 Policing and Law Enforcement

Description: Information on issues related to preventive policing, law enforcement, policing and the public image of the police, excluding National Security; police accountability to the executive and the public; also the resources, role, services, management and operations of the police. *Topics:* Federal law enforcement policy; law enforcement and the prosecutorial function; Marin Commission Recommendations; ports policing; Police Week; natives in policing; women in policing; recruitment; discipline; productivity; training; safety; accountability; private policing; policy discretion; patrol; patrol strategies; traffic; role concepts; and RCMP Policy.

SGC-150 Public Attitudes

Description: Information on the attitudes of individuals towards the criminal justice system. *Topics:* Policy; attitudes towards agents of the system; offender attitudes; children's attitudes.

SGC-160 Special Offender Populations

Description: Information on sub-groups of offenders identifiable on

Solicitor General

the basis of age, gender, race, offence or special need. *Topics:* Policy; females; natives; sex offenders; drug offenders.

SGC-170

Contingency Planning - National Security

Description: Information on the development of contingency and preparedness plans in the event of a threat to the government structure, including situation responses, either in a resource or lead capacity. *Topics:* Contingency plans in peacetime; hijacking; hostage taking; contingency plans - war.

SGC-180

Protection of Privacy

Description: Information on the administrative aspects of Section 178 of the Criminal Code, on the authorization of the use of electronic surveillance for the interception of private communications. *Topics:* Requests; designators; policy; legal advice; operational reports; inquiries. *Retrievability:* Files are arranged by topic, police force and authorization number.

SGC-190

Security and Intelligence Committees

Description: Information on the operations of security and intelligence committees as well as the provision of administrative and policy support to these committees. *Topics:* Security Advisory Committee; Intelligence Advisory Committee; Interdepartmental Committee on Security and Intelligence; Cabinet Committee on Security and Intelligence; subcommittees and study groups on the administrative security policy and national internal security policy responsibilities of the

above committees. *Retrievability:* Files are arranged by committee, subcommittee or study group title, and by subject. All files are located in Ottawa.

SGC-200

Security Information

Description: The analysis and dissemination of information on potential threats to the internal security of the Government of Canada. *Topics:* Internal security - policy; espionage; terrorism; civil disorder; analysis of security and intelligence information; Periodic Status Reports.

SGC-210

Security Policy

Description: Information on administrative internal security policies and national internal security policies of the Government of Canada. *Topics:* Administrative security policy analysis and implementation, including personnel, physical, information, EDP, communications and technical security; national internal security policy, including administration of acts, advice on pending legislation, and policy support to the Solicitor General in relation to Ministerial direction of the RCMP Security Service.

SGC-220

VIP Protection Program

Description: Information on the administrative aspects of the implementation of the program designed for the protection of VIPs and designated officials. *Topics:* Protection policy; requests for protection; protection briefings; telecommunications.

Background

Created on April 1, 1969, with the approval of the Government Organization Act, the Department of Supply and Services was formed by the amalgamation of a variety of functions previously dispersed through a number of departments, offices, and bureaux.

The Department is divided into two administrations, Supply and Services, each under the direction of a Deputy Minister.

Services Administration, which is organizationally and functionally distinct from Supply Administration, inherited the responsibilities formerly discharged by the Office of the Comptroller of the Treasury, the Central Data Processing Services Bureau of the Treasury Board, the Bureau of Management Consulting Services from the Public Service Commission and the Central Personnel Records Division from Statistics Canada.

The Supply Administration was formed through the amalgamation of the Department of Defence Production, the Department of Public Printing and Stationery and the Shipbuilding Branch of the Department of Transport.

Statutes

The Minister is responsible for administering the following Acts:

- Defence Production Act, RSC 1970, c. D-2, as amended
- Department of Supply and Services Act, RSC 1970, c. S-18
- Public Service Superannuation Act, RSC 1970, c. P-36, as amended
- Royal Canadian Mint Act, RSC 1970, c. R-8
- Surplus Crown Assets Act, RSC 1970, c. S-20
- Trading With The Enemy (Transitional Powers) Act, SC 1947, c. 24, as amended

Supply Administration

Access Procedures

Informal access is encouraged in cases where it presently exists. The major area where informal access will take place is with regard to the release of tender and contract information.

All formal requests under the Access to Information Act should be addressed to:

Access Co-ordinator
Supply Administration
Supply and Services Canada
Place du Portage, Phase III, 14A1
Hull, Québec
K1A 1H2
Telephone: (613) 997-7116

Organization and Responsibilities

The Administration is headed by the Deputy Minister (Supply) who is supported by four Assistant Deputy Ministers (ADM), a Comptroller, and a Director General - Program Evaluation and Audit.

The Senior Assistant Deputy Minister, Supply, co-ordinates the development of strategic planning for all Supply Administration programs. In addition, the Senior ADM acts on behalf of the Deputy Minister, Supply, during his absence and at various committees, and provides the Deputy Minister with support in determining the future course of the Department.

Commercial Supply (CSS) and the ADM - Science and Engineering Procurement Services (SEPS) form the line operations providing a variety of supply services called output services to client departments and agencies. Both are organized into centres which perform varied supply functions related to specific product lines and industry sectors. CSS regional centres are responsible for providing all the supply management services offered by the Supply administration in all regions of Canada and abroad.

The Corporate Management Service (CMS) is responsible for the provision of corporate control and direction in such areas as policy, planning, customer and supplier relations, systems and systems support services, contract and sourcing information, common procurement related data, development standards and qualification or certification listing of products, services and suppliers, and contract approval and contract settlement activities.

The Comptroller provides financial direction for Supply through financial planning, financial reporting and analysis, financial policies, procedures and systems development, and management of the systems of financial administration and accounting.

The Program Evaluation and Audit Sector is responsible for auditing, operating and evaluating the attainment of program objectives.

Commercial Supply Service

The Commercial Supply Service (CSS) is responsible for providing common services to other government departments and agencies. These are acquisitions, mainly of goods and services of a general commercial nature, warehousing and distribution of goods, printing and publishing, exhibitions and displays, maintenance and repair, security consulting, traffic services, advertising management, assets management and disposal services.

To better deliver these services, the CSS is divided into five sectors, each with specific responsibilities.

The Supply Operations Sector

This Sector oversees the operations of four products centres, each responsible for the supply management of a grouping of similar products or services:

- The Transportation and Energy Products Centre - energy and chemicals; standard and special vehicles, transportation of goods by land, sea and air; travel, hotel accommodation and removal services for public servants;
- The Office, Technical Construction Products Centre - construction materials; mechanical and office equipment and supplies; scientific and laboratory equipment and supplies;
- The Food, Drug and Textile Products Centre - food, perishable and non-perishable; pharmaceutical products and vaccines; all types of clothing; and
- The Professional and Special Services Centre - consulting services; professional and special services; temporary help services; aircraft charter and survey; and security services.

Supply and Services

The Communication Services Sector

This Sector oversees the operations of three centres, each fulfilling specific communications requirements of government departments and agencies:

- the Canadian Government Publishing Centre - responsible for co-ordinating the government's publishing activities for priced publications, including their sales and distribution; free distribution of priced publications to full and selective depositories; the provision of information to the public concerning these publications; and the government's co-publishing program with the private sector;
- the Canadian Government Expositions Centre - responsible for providing government departments and agencies with a full range of exhibits and associated audio-visual services; and
- the Advertising Management Services Centre - responsible for the contracting of all advertising and associated services for the federal government.

The Canadian Government Printing Office

The Office is responsible for the printing requirements of Parliament and federal government departments and agencies. This Sector's operations encompass two distinct modes - the in-house print production as well as that contracted out to the private sector, through the Printing Products Centre. Among the goods and services purchased by this Centre, are printing forms, papers, envelopes and all types of printing services.

The Disposal Operations Sector

This Sector is mandated by Crown Assets Disposal Corporation (CADC) to carry out on behalf of CADC the functions, powers and duties relating to the disposal of Crown assets as set out in Sections 5 and 18 of the Surplus Crown Assets Act.

The Regional Operations Sector

The Sector oversees the operations of nine Regional Supply Centres in Canada and abroad. Each of these centres is in effect a "mini" Supply Administration, providing all its services at the local level.

In addition, Commercial Supply Services is also responsible through its Security Branch for providing a security advisory service related to building protection, emergency planning and industrial security where contracts involve classified work.

Science and Engineering Procurement Service

This Service is engaged in the acquisition, planning and procurement of complex technical engineering and science products and services, such as: aircraft, armament, ships; electronic and data processing equipment and services; and sophisticated industrial machinery. It is also responsible for contracting out research and development requirements and for co-ordinating the program for unsolicited proposals.

The Science and Engineering Procurement Service comprises five products centres which are described below.

- Science - communications and transportation research; universities and human sciences; energy and earth resources; NRC and military research; environmental management and protection; fisheries; marine and atmospheric sciences; agriculture and life sciences;

- Aerospace and Armament - aerospace and armament materiel and product support;
- Electronics and Data Processing - communications, security and test equipment; sonar, ground and airborne radar; avionics; flight simulators; electronic components; repair and overhaul as well as all EDP professional and maintenance services;
- Marine and Industrial Machinery - ship construction and refits; industrial, mobile and power equipment; and
- Export Supply - foreign requirements.

Functions for all products centres under the control of both the Commercial Supply Service and the Science and Engineering Product Services are broken into four major areas: Product Planning, Acquisition, Distribution and Management of Assets.

The Product Planning function comprises four main areas of activity, namely: economic and market analysis, requirements definition, and method of supply decisions and financial analysis. It involves the development and continual updating of plans for the products and their related services and the ability of suppliers to fill these requirements.

The Acquisition function, which consists of the contracting and contract administration processes, including project management, encompasses all activities directly related to procurement of a product or service in response to a specific identified requirement of a customer department or agency.

The Distribution function includes activities involved in the seven following categories: commodity management; inventory management (physical location of stock, replenishing, pricing and investment strategy, assessment of inventory and accountable advance materiel); warehousing (bulk issues, mail order supply, over-the-counter issues and public warehousing); retailing; distribution of inventory; traffic management (shipping arrangements, travel and removal services, freight audit and cost analysis); and billing.

The Management of Assets function involves the management of movable assets from the time they are acquired, through their life cycle and ultimate disposal. Included are maintenance of inventories, fleet management of vehicles of all types, and repair, overhaul, modification and maintenance of assets.

Corporate Management Service

The third organizational group within the Supply Administration is the Corporate Management Service, which provides corporate direction for the Supply Administration through development of general policy and systems concerning materiel management across the federal supply system in the specific areas of corporate planning, policy development, customer-supplier relations, systems, and systems support services, contract and sourcing information, common procurement-related data, and contracts approval and settlement. It also contributes indirectly to the other services through the development of specifications and standards and cataloguing through the Canadian General Standards Board (CGSB). The Board provides technical services through its Qualifications and Certification Division and Standards and Specifications Branch.

The Service is responsible for the drafting and maintenance of the Supply Policy Manual, which is the basic operational manual for the Supply Administration.

Supply and Services

The Minister of Supply and Services Canada is also responsible for the three Crown corporations described below.

Canadian Arsenals Limited

Historical Background

Canadian Arsenals Limited is a legally chartered Crown corporation under Part 1 of the 1934 Companies Act. It was incorporated by the Dominion of Canada under letters of patent dated September 20, 1945, on the recommendation of the then Minister of Reconstruction.

Overall Responsibilities

The company's main role is to maintain in Canada a centre of excellence for the filling and loading of high explosives and propellants and a production capacity for medium and large-calibre ammunition and additional military material for Canadian defence needs, as well as to form the base from which production capacity could be expanded in the event of a war.

Crown Assets Disposal Corporation

Overall Responsibilities

The Corporation provides a specialized service to government departments, certain agencies and Crown corporations in the disposal of their surplus goods located in Canada and abroad. It acts as agent for the United States, British and other governments in the sale of their surplus assets located in Canada, and has arrangements with certain European governments for the disposal of Canadian military surplus located in their countries.

Royal Canadian Mint

Background

The Ottawa Mint was established originally in 1908 by Royal Proclamation as a branch of the Royal Mint, London, under the provisions of the United Kingdom Coinage Act. In 1931, the Mint was established under statute as a branch of the Department of Finance. In 1969, the Mint was established as a Crown corporation under Part X of the Government Organization Act, 1969 (now the Royal Canadian Mint Act, RSC 1970, c. R-8).

Overall Responsibilities

Section 4 of the Act authorizes the Mint to:

- produce and arrange for the production and supply of the currency in Canada;
- produce coins of currency of countries other than Canada;
- melt, assay and refine gold, silver and other metals;
- buy and sell gold, silver and other metals;
- assay, refine, store and otherwise deal with gold, silver and other metals for the account of Her Majesty or others;

- prepare and store shipments of coin, gold, silver and other metals, and to move such shipments to or from the Mint;
- make medals, plaques and other devices; and
- do all such things as are incidental or conducive to the attainment of the object and the exercise of the powers of the Mint.

In addition, the Mint may:

- acquire and hold real property or any interest therein and alienate the same at pleasure;
- enter into contracts in its own name or in the name of Her Majesty; and
- make grants in lieu of taxes to any municipality in Canada in amounts not exceeding the taxes that might be levied by that municipality in respect of real property under the control management or administration of the Mint if the Mint were not an agent of Her Majesty (SC 1968-69, c. 28, S. 73).

Commercial Supply Sector Product Centre

Science and Engineering Procurement Sector Product Centres

Product Centres provide for the effective implementation of product management by bringing together the necessary expertise to perform varied functions such as product planning, acquisition, distribution, and the management of assets.

Manuals

- Regional Operations Manual
- Product Centre Operational Plans - includes annual plans, mandate, functions, Operational budget and person-year allocation.
- EDP Operational Plan
- Briefing to Industry Document - annual forecast requirement for major customer departments
- Data Processing Operating Instructions
- Staff Memoranda - rules on contracting
- Economic and Data Processing Bulletin - professional services and standing offers quarterly
- Science Centre Operating Instructions
- Regional and Development Bulletins - monthly publications containing statistics and information on contracts awarded
- Contracting Out - The Government's Requirements in Science and Technology
- Guidelines for the Preparation of Unsolicited Proposals for Scientific and Technological Work

Classes of Records

SSC-10

Economic and Market Analysis

Description: Information on optimum financial and economic strategies associated with total product planning to determine both short and long-range customer requirements, and the identification of developing market opportunities in Canada and abroad. This includes information on current economic trends, as well as market forecasts, product intelligence and relevant information on industrial and procurement strategies. *Topics:* Item profile assessment; industry sector analysis; source identification; source development; Interprogram Lost Benefit; Personnel Information Bank; vendor sourcing records; and Science Procurement Information Network. *Storage Medium:* Word Processor, computer. *Retrievability:* Files are arranged by contract, company, project, department.

SSC-20

Requirement Definition

Description: Information on the need, appropriate levels of value engineering, procurement planning, supported by good cataloguing, clear specifications and appropriate quality assurance. *Topics:* Need determination; value engineering (cost reduction technique); procurement planning; materiel identification; specifications and standards; Quality Assurance Requirements; Statement of Requirement (time, cost, performance); estimates. *Storage Media:* Word processor, computer.

SSC-30

Method of Supply

Description: Information on a method of satisfying customer requirements in a manner which will result in the optimum product resource, operating and contingent cost. *Topics:* Make or Buy (make is available within; buy is obtainable from private sector); facility evaluation; regional or central acquisition and distribution; lease of purchase; and consignment (arrangements under which goods are shipped for future sale or other purposes). *Storage Medium:* Word Processor, computer.

SSC-40

Financial Analysis

Description: Information on budgetary analysis and control; evaluation of vendor financial capability; financial analyses in terms of the product resource, operating and contingent cost or acquisition; formulation of pricing strategies; and the identification of various financing alternatives. *Topics:* budgetary analysis and control; evaluation of vendor financial capability; product resource, operating and contingent cost or acquisition; formulation of pricing strategies; and identification of financing alternatives. *Retrievability:* Files Arranged by subject, project, company.

SSC-50

Project Management

Description: Information on temporary management structures having appropriate authority and responsibility to acquire innovative or substantially complex capital equipment, construction, and services. *Topics:* Standards; operations; assistance; specifications; sourcing (potential sources of suppliers); negotiation; assessments of tenders - contracts; customer and vendor liaison; allocations of commodities; purchase requisitions; supply management; and major procurement projects. *Storage Medium:* Word Processor, computer. *Retrievability:* Contract, subject, project.

SSC-60

Contracting

Description: Information on the procurement of a specific product or service up to and including the awarding of the contract for purchase,

service or lease. *Topics:* Description of requirement; sourcing (potential sources of suppliers); price and availability determination; bid solicitation; contract negotiation; and contract selection and award. *Storage Medium:* Word Processor, tapes, discs, microfiches and computer. *Retrievability:* Files arranged by contract, serial number, subject, company, requisition number.

SSC-70

Contract Administration

Description: Information on time, cost, performance conditions of the contract; expediting delivery; administering design changes and amendments; and ensuring quality and delivery. Also includes information on termination, settlement, audit, and security arrangements to secure the fulfillment of the contract. *Topics:* Monitor time, cost, and performance; expediting and follow-up; design change or deviation; contract amendment; quality assurance; delivery, acceptance, and payment; termination and settlement; cost audit; and plant and personnel security. *Storage Media:* Computer, disc, word processor, tapes, and microfiches. *Retrievability:* Files arranged by contract, company, department, and subject.

SSC-80

Inventory Management

Description: Information on the planning and maintenance of a range of stocked items in inventory to meet forecast requirements; determination of optimum inventory levels, order points, and order quantities; management of inventory balances and backorders, stock replenishment, and expediting activities. *Topics:* Physical location of stock; provisioning (of stock item supply); pricing and investment strategy; assessment of inventory; accountable advance material; and regional inventory control.

SSC-90

Warehousing

Description: Information on physical and administrative functions of the storage and distribution activity. *Topics:* Receipt; sorting; identification; inspection; preservation; storage; safekeeping; retrieval for issue; preparation for shipment of material; bulk issues; mail order supply; over-the-counter issues; and public warehousing.

SSC-100

Retailing

Description: Information on the issue of product stocks from retail outlets. These outlets, which carry stocks of products frequently required in small quantities, are located close to the customers being serviced. *Topics:* Order processing; authorized agents; retailing products; and selling services.

SSC-110

Traffic Management

Description: Information on ensuring least-cost for shipping or movement of goods via one, or all six modes of transport (air, road, sea, pipeline, rail and off-highway). *Topics:* Shipping arrangements (inland and overseas); travel and removal services; and freight audit and cost analysis.

SSC-120

Billing

Description: Information on invoicing of client departments and non-government customers to secure payment for goods and services provided. *Topics:* Revenue received; recoverable amounts; and invoice or contract. *Retrievability:* Files arranged by subject, department, contract number.

SSC-130

Management of Movable Assets

Description: Information on the management of movable assets from the time they are acquired, through their life cycle and ultimate disposal. *Topics:* Assets inventory of government departments; vehicle fleet management; lease, rental, or loan (of movable assets); production assets (of Crown-owned tooling); replacement and retirement; and disposal. *Retrievability:* Files arranged by project, company, contract, and load agreement number.

SSC-140

Repair, Overhaul, Modification, and Maintenance

Description: Information on repair, overhaul, modification or maintenance in order to have the greatest utilization and least cost of the asset. *Topics:* Specifications and quality assurance; Make or Buy (Make is available within, Buy is obtainable from Private Sector); repair, overhaul, modification and maintenance cycle management; and regional distribution of work. *Retrievability:* Files arranged by contract, loan agreement number, company.

Security Branch

The Branch meets the Canadian government's national and international industrial security commitments; provides security support to Canadian industry in its marketing, liaison, and technical requirements; and conducts a personnel security clearance program for industry which will ensure that only reliable individuals will have access to classified information.

Manuals

- Industrial Security Manual - produced exclusively as a guide to industry, it is a set of instructions dealing with the control of classified information of use by company officials and security offices
- Industry Personnel Clearance Records

Classes of Records

SSC-150

Protection Security

Description: Information on programs for protecting government property and personnel including the issuance of identification cards and security clearances to employees, and the co-ordination of all fire and emergency policy, procedures, and arrangements. *Topics:* Information security; identification methods; fire emergency; security guards; physical security; communications security; protective security training; and Personnel Information Bank (Industry Personnel Clearance Records).

SSC-160

Industrial Security

Description: Information on programs to protect national and foreign classified information related to government contracts and projects farmed out to industry by government departments. *Topics:* Agreements and exchanges (information between Canada and other countries); classified industrial contracts; industrial facilities; industrial information protection; material and classified documents control; security clearances; North Atlantic Treaty Organization security; industrial security training. *Retrievability:* Files arranged by subject, Soundex System for Industry Personnel Security Clearance files.

Canadian Government Printing Office

This Unit supplies printing services to Parliament and government departments and agencies by acquisition, from commercial sources and in-house production, of printing and photo-copying, text editing, graphics and artwork, technical and advisory services, and mass transmission of printed material. It also publishes the Canada Gazette, and acquires and provides associated goods and services.

Manuals

- Maintenance and Repair Manual
- Printing Production Directories
- Canadian Government Printing Office Procedures
- Commodity Selling Rates Manual
- Production Coding Instructions
- Outside Plants Operating Instructions
- Main Plant Operating Instructions

Classes of Records

N.B. In addition to the classes found for any Product centre, this Unit has:

SSC-170

Production Services

Description: Information on the main and outside plant facilities and Technical and Engineering Support Services, on functional direction given to regional plants in order to meet the printing needs of government generally, and certain distribution services. *Topics:* Main plant facilities; outside plant facilities; printing requirements; and operational, technical support services. *Storage Medium:* Microfiche, disc. *Retrievability:* Files arranged by subject, contract numbers, project, company names.

Canadian Government Publishing Centre

The Centre prepares publications which federal departments and agencies intend to be made available for sale. Services include all the mandatory publishing responsibilities of the Canadian Government, including those reflecting Parliamentary needs, statutory obligations and classified publications. It is also responsible for distributing, marketing and selling all priced government publications in Canada and abroad; managing the free distribution of publications to depositories; giving publishing advice to departments and agencies on request; providing information on title, subject, price, availability and date of issue of government publications on request; and protecting and administering the Crown copyright.

Manuals

- Commercial Operations Procedures: An instruction guide on publishing decisions, procedures for processing orders, renewals and back orders, and disposal time limits on inventory
- Financial Operations Procedures - an outline on how to approve orders, and dealing with complaints on non-receipt and refunds

Supply and Services

Classes of Records

N.B. In addition to the classes found in any Product centre, this unit has:

SSC-180

Publicity and Promotion

Description: Information on advertising and promotional activities concerned with the merchandising of products. *Topics:* Subject lists; advertisements; bookfairs and trade shows; and inquiries (public and parliamentary).

Canadian General Standards Board

The Board provides standardization and certification programs covering products, services and systems, by means of voluntary consensus process, to all levels of government and the private sector.

Manuals

- Policy and Procedures for the Preparation of Standards
- National Certification Program
- Manufacturer's Inspection System Requirements
- Contractors' Certification Programs, Policies and Procedures

Classes of Records

SSC-190

Product Specifications and Standards

Description: Information on technical requirements, specifications and standards for products in general recurrent use. *Topics:* Development of specifications and standards; specifications and standards committees; item standardization; specifications and standards distribution; and international standards organization.

SSC-200

Certification Programs for Products and Services

Description: Information on the establishment, maintenance and distribution of certification listings. *Topics:* Development of certification lists; certification panels; item certification; and certification listing distribution. *Retrievability:* Files arranged by product, and company.

Services Administration

Access Procedures

Informal access is encouraged.

All formal requests under the Access to Information Act should be addressed to:

Access Co-ordinator
Services Administration
Supply and Services Canada
Place du Portage, Phase III, 16A1
Hull, P.Q.
K1A 0S5
Telephone: (613) 997-6043

Organization and Responsibilities

This Administration is divided into three sectors: Planning and Finance, Operational Services, and Management Services. These sectors comprise a number of branches or bureaux, each of which is responsible for carrying out a special function contributing to the successful fulfillment of the Services mandate and mission. In September 1978, Services established as its mission, and in April 1980 affirmed as its Program Objective the following: "The objective of Services is to perform the functions of the Receiver General and to provide, in terms of the Department of Supply and Services Act, a broad range of administrative, management, and advisory services to client departments and agencies, in an efficient and effective manner."

This Administration's role, then, is to provide a variety of central and common services for the departments and agencies of the government in support of their programs. The general objective of this centralization is to improve administrative efficiency by providing better services at lower cost throughout government.

The specific functions assigned to Services Administration are established by the Financial Administration Act and the Department of Supply and Services Act as well as a number of Orders in Council. Under the Financial Administration Act, the Minister, as Receiver General for Canada is required to provide and control the financial infrastructure of the government. This involves the performance of two main functions: maintaining the Accounts of Canada, and administering payments into and expenditures from the Consolidated Revenue Fund.

On the Minister's behalf, Services maintains bank facilities and accounts for the receipt of public funds, operates and controls the deposit accounts of the Receiver General, issues cheques for government payments, maintains the fiscal accounts and papers, and prepares the annual Public Accounts and Monthly Statement of financial operations published in the Canada Gazette.

Under the authority of the Supply and Services Act, Services furnishes other departments with a number of other services. Some of these services, by virtue of the Act as well as a number of Orders in Council, are mandatory; others are discretionary, being provided only at the request of a department. The mandatory services consist of the disbursement of pay to all Public Service employees, and the administration of the benefits of superannuation and other Public Service employee benefits. Also, Services is required to produce and issue cheques for payment to suppliers for goods and services provided in fulfillment of authorized requisitions from client departments and agencies. Discretionary services offered include consulting, accounting, auditing, and financial services.

Since 1969, Services Administration has undertaken a number of additional responsibilities. In 1972, by virtue of Order in Council PC-1972-1245, the powers, duties, and functions of the Office of the Custodian of Enemy Property were transferred to the Minister of Supply and Services.

In April 1979, the Task Force on Service to the Public was assigned to Services, and, under a Cabinet mandate of September 1980, Services has been charged with implementing a number of initiatives designed to facilitate a variety of improvements in the quality of government service.

In summary, Services responsibilities have increased over the years, but its primary task remains unchanged: to facilitate the task of other departments in successfully carrying out their programs by providing them with a range of efficient supportive services. These include the provision and control of a financial infrastructure for government, the payment of employee salaries and pensions, and the provision of

expert advice to other departments on finance, audit, automated personnel systems, and management related matters.

Operations Branch

This Branch is responsible for the actual production and issue of all payments made by the Government of Canada with the exception of UIC warrants. It makes these payments upon receipt of requisitions from other government organizations through its 24 offices across Canada and one in Lahr, Germany. The Branch also provides a Securities Safekeeping and Administrative Service to the government.

Manuals

- Operations Branch Procedures Manual
- Field Operational Instructions

Classes of Records

SSC-210

Pay Administration Products

Description: Information on the administrative services required for the distribution of pay, such as preaudit, calculation, development and maintenance of payroll records, and cheque issue. *Topics:* Public Service pay; House of Commons pay; RCMP pay. *Storage Medium:* Microfilm (computer). *Retrievability:* Files arranged by subject, and department. *Special Access Note:* Access requests for individual cheques or payments should be directed to the program department concerned.

SSC-220

Pension Administration Products

Description: Information on the administration of Public Service employee pension plans, such as determination of eligibility to contribute, calculation of benefits, maintenance of records, issue of statements and other reports, for those pensions covered by the Public Service Superannuation Act and other retirement acts. *Topics:* Superannuation payments for Public Service, RCMP, Canadian Forces; Members of Parliament Retiring Allowance payments; Judges Pension payments; and file maintenance for RCMP Superannuation, Canadian Forces Superannuation, Members of Parliament Retiring Allowance, and Public Service Superannuation. *Storage Medium:* Microfilm (computer). *Special Access Notes:* Access requests for individual cheques or payments should be directed to the program department concerned.

SSC-230

Insurance Administration Products

Description: Information on the administration of employee benefit plans such as determination of eligibility, calculation of benefits, maintenance of records, and issue of statistical and other reports. *Topics:* Public Service Group Surgical Medical Insurance Plan; Public Service Management Insurance Plan; Disability Insurance Plan; and Insurance Administration. *Storage Medium:* Microfilm (computer).

SSC-240

Program Administration Products

Description: Information on the maintenance of records and making of payments for certain national socio-economic programs, and provision to client departments of related financial and statistical information. *Topics:* Family Allowance; Old Age Security-Guaranteed

Income Supplement; Canada Pension Plan; Canadian Pension Commission; War Veterans Allowance; Canada Manpower Training Plan; file maintenance on all of the above; agricultural subsidy; and government annuity payments. *Storage Medium:* Microfilm (computer). *Special Access Notes:* Access requests for individual cheques or payments should be directed to the program department concerned.

SSC-250

Accounting Administration Products

Description: Information on assistance to client departments and agencies on accounts payable and other payments activity, Accounts of Canada and reporting services activity, and management, financial and other services activity. *Topics:* Accounts payable and other payments administration payment service for government accounts paid from the Consolidated Revenue Fund, and associated financial and related statistical data; Accounts of Canada and reporting services (activities to maintain the Central Government Accounts and manage the Consolidated Revenue Fund and the Public Accounts of Canada); and financial management and other services (services provided to departments and agencies at a price and quality that is competitive with services available from other sources). *Storage Medium:* Microfilm (computer).

Compensation and Payments Services Branch

This Branch is responsible for the planning, policy and systems development associated with the processing of various payments such as Public Service Pay and Superannuation, Social and Economic Assistance payments and suppliers payments. In addition, related file maintenance and accounting services are provided on behalf of client departments and agencies. The Branch is also responsible for payment policies and regulations, new payment methods and technologies and contingency planning for the provision of essential services during emergencies.

Manuals

Operational procedures manuals prepared in co-operation with other departments and agencies on pay, pension and socio-economic programs, including:

- Pay Policy and Procedures Manual
- Superannuation Policy Manual
- Family Allowance Program Policy and Procedures Manual

Classes of Records

SSC-260

Pay Administration Products

Description: Information on administrative services required for the disbursement of pay, such as preaudit, calculation, development and maintenance of payroll records, and cheque issue. *Topics:* Public Service pay; House of Commons pay; RCMP pay. *Storage Medium:* Magnetic tapes.

SSC-270

Pension Administration Products

Description: Information on the administration of Public Service employee pension plans, such as determination of eligibility to contribute, calculation of benefits, maintenance of records, issue of statements, and other reports for those pensions covered by the Public

Supply and Services

Service Superannuation Act and other retirement acts. *Topics:* Superannuation payments for Public Service, RCMP, Canadian Forces, Members of Parliament Retiring Allowance Payments; Judges Pension Payments; and file maintenance for RCMP Superannuation, Members of Parliament Retiring Allowance, Canadian Forces Superannuation, and Public Service Superannuation.

SSC-280

Insurance Administration Products

Description: Information on administration of employee benefit plans such as determination of eligibility, calculation of benefits, maintenance of records, and issue of statistical and other reports. *Topics:* Public Service Group Surgical Medical Insurance Plan; Public Service Management Insurance Plan; Disability Insurance Plan; and insurance administration.

SSC-290

Program Administration Products

Description: Information on records and payments for certain national socio-economic programs, and related financial and statistical information provided to client departments. *Topics:* Family Allowance; Old Age Security-Guaranteed Income Supplement; Canada Pension Plan; Canadian Pension Commission; War Veterans Allowance; Canada Manpower Training Plan; file maintenance for all of the above; agricultural subsidy; and government annuity payments.

SSC-300

Accounting Administration Products

Description: Information on assistance to client departments and agencies on accounts payable and other payments activity, Accounts of Canada and reporting services activity, and management, financial and other services activity. *Topics:* Accounts payable and other payments administration (activities on payment service for government accounts paid from the Consolidated Revenue Fund, and associated financial and related statistical data); Accounts of Canada and reporting services (activities on maintaining the Central Government Accounts, on management of the Consolidated Revenue Fund, and the Public Accounts of Canada); and management, financial and other services (activities provided to departments and agencies at a price and quality that is competitive with services available from other sources).

Audit Services Bureau

The Bureau provides, on request and through regional offices across the country, and Head Office in Ottawa, a full range of auditing services to client departments and agencies on a professional fee-for-service basis. There are offices in 10 major Canadian centres as well as Ottawa and one in London, England.

Manuals

- Audit Manual
- Introduction to Operational Auditing
- Electronic Data Processing Audit Methodology
- Client and Functional Audit Packages

Classes of Records

SSC-310

Auditing Services

Description: Information on examination and verification of assignments covering management of resources, information, personnel and risk management; and evaluation of the efficiency, effectiveness and economy of operations. *Topics:* EDP Auditing; operational audit; statistical sampling; analytical auditing; audit of royalties; federal-provincial agreements; audit subsidy and contributions; comprehensive audit; internal audit; contract audit; termination audit; pre-negotiations reports; cost audit of industrial and other accounts; overhead audit studies; audit training and professional development; audit of foreign government; financial projections and budgets; discretionary audit; special assignments; and consultation and attendance. *Storage Medium:* Computer, audit and video tapes, disks, slides, and transparencies. *Retrievability:* Files arranged by subject, assignment number, and client program number. *Special Access Note:* Requests for access to individual audit reports should be directed to departments concerned.

Government of Canada Banking and Accounting Branch

The Branch carries out the responsibilities of the Receiver General through the public money and banking program and the central accounting program. In carrying out these programs, the Branch performs the following Receiver General functions: receives, transfers and disburses all public money; holds all public money in Receiver General bank accounts; directs the Receiver General's program to earn interest on balances; controls the redemption of Receiver General cheques and warrants; maintains and prepares the Central Accounts of Canada; produces the Public Accounts annually; publishes a monthly Gazette Statement which describes the financial operations of the Government of Canada; prepares special reports to the Central Agencies, and provides financial statements to departments and agencies. It also produces and distributes to client departments, upon request, management statements on a monthly basis. In addition, the Branch carries out the responsibilities of the Custodian of Enemy Properties.

Manuals

- User's Guide to Recording Accounting Transactions
- Receiver General Directives and Information Bulletins
- Public Accounts Instruction Manual
- Proofreading and Conventions Manual
- Departmental Reporting System User's Guide
- Departmental Reporting System Report Catalogue
- Departmental Reporting System General Information Brochure
- Cheque Redemption and Control Division General and Detailed Procedures Manual
- Cheque Redemption and Control Division Standards Manual
- Bilingual Lexicon of Accounting Terminology

Classes of Records

SSC-320

Public Money and Banking

Description: Information on arrangements by the Receiver General to establish bank accounts and facilities; receive, transfer, hold, earn interest on and make, and control disbursements of public money.

Topics: Designation of banks; bank accounts and facilities; signing authorities; reports and statements on Receiver General balances; cheques issued, redeemed, and outstanding; and inquiries and investigations. *Storage Medium:* Machine readable records for bank facilities at Headquarters. Cheque records and related machine readable records are at the Matane, P.Q. office. *Retrievability:* Files arranged by Cheque Redemption Control Division files associated with cheque redemption and reconciliation are organized by cheque numbers; cheque inquiries and investigations are filed by type. *Special Access Notes:* Access requests for banking arrangements and on individual cheques or payments should be directed to the program department concerned.

Access requests for banking facilities and for the redemption and reconciliation of Receiver General payment instruments should also be directed to the program department concerned.

SSC-330

Central Accounting

Description: Receiver General records for the Central Accounts of Canada and reports produced from these records. *Topics:* Central Accounts; subsidiary ledgers and accounting analysis of the transactions recorded by the Receiver General; financial statements of the Government of Canada; annual public accounts; monthly statement of financial operations of the Government of Canada; financial and management reports for central agencies; and other departments and agencies and special analyses on such subjects as the financial condition, assets and liabilities of the Government of Canada. *Storage Medium:* Central data bank is in machine readable form at Headquarters. *Retrievability:* Files arranged by Central Data Bank arranged by accounting categories; files are arranged by subject, Central Account, department and agency. *Special Access Notes:* Access requests for records of individual departments or agencies should be directed to the department concerned.

SSC-340

Custody of Enemy Assets

Description: Records on the administration of property vested in the Custodian during World Wars I and II. *Topics:* Inquiries; and reports and correspondence related to vested property.

Bureau of Management Consulting

The Bureau provides, on request, a comprehensive professional management consulting service to departments and agencies of the Government of Canada as well as Crown corporations. The service is provided on a fee-for-service basis.

Classes of Records

SSC-350

Consulting Services

Description: Information on management consulting services provided on request to federal government departments and agencies. *Topics:* Cost-benefit analysis; program evaluation and performance measurement; effectiveness and efficiency projects; and Contract Consultants Information Bank. *Retrievability:* Files arranged by project number,

individual, and company name. *Special Access Notes:* Requests for access on specific reports should be directed to departments concerned.

Advisory Bureau for Computing

The Bureau provides specialized advice and technical services in the area of personnel data systems to departments and agencies; operates, on a fee-for-service basis, major personnel systems for the Treasury Board of Canada; and promotes the development and utilization of effective data processing and information-handling standards and practices through the Government of Canada.

Manuals

- Personnel Administration and Reporting Systems Manual (PARS)
- Operator's Guide to the utilization of the "Personnel Application Centre" on-line Query Language (INFOPAC)
- Electronic Data Processing, Make or Buy Handbook
- Directory of Hardware and Software in Government Departments
- Glossary of Electronic Data Processing Terms

Classes of Records

SSC-360

Product Development and Marketing

Description: Information on the development and marketing of personnel data system products. *Topics:* Departments and agencies of Personnel System requirements.

SSC-370

Systems Development and Computer Operations

Description: Information on the development and operation of personnel systems for departments and central agencies. *Topics:* Computer systems specifications; Computer operations procedures; and program testing procedures.

SSC-380

EDP Standards Program

Description: Information on the federal government's EDP standards activities and the development of EDP standards and guidelines. *Topics:* Register of approved federal government EDP standards; and liaison with national and international standard setting organizations.

United Way Advisory Committee

The Committee provides assistance and guidance to the Federal Government United Way Campaign organizations on administrative and financial matters.

Manual

- United Way Campaigns: A Guide for Managers

Supply and Services

Classes of Records

SSC-390

Planning

Description: Information on Treasury Board check-off, union support, pledge forms, payroll stuffers, and pay deductions. *Topics:* Liaison with host departments across Canada; training; support and suggestions; advisory committee meetings; and official receipts.

SSC-400

Campaigns

Description: Information on general support to the organizational units. *Topics:* National and Regional Campaigns; and Mailing List - chairmen across Canada.

SSC-410

Reports and Audits

Description: Yearly assessments and money collected during the year. *Topics:* Statistics; progress reports; post-campaign evaluation; and campaign results.

Task Force on Service to the Public

The responsibility of the Task Force is to "assist and encourage departments and agencies in the implementation of the Cabinet Decisions aimed at improving service to the public." It provides advice and assistance to government departments and agencies on improving the quality of their dealings with members of the public.

The Task Force has been responsible for the preparation of the "Index of Programs and Services" which enables members of the public to readily determine the services available and to determine the correct contact point. The project to provide telephone directory "Blue Pages" is another initiative of the Task Force. Further initiatives are underway on more easily accessible telephone referral and walk-in inquiry centres which are managed by Task Force personnel.

Manual

- Index to Programs and Services - available to the public at 90 federal departments, agencies and Crown corporations

Classes of Records

SSC-420

Service Bureaux

Description: Information on how to obtain information on federal government programs and services from walk-in-facilities. *Topics:* Service bureaux (by province); satellite offices; and Members of Parliament.

SSC-430

Access by Telephone

Description: Information on how to obtain information on federal government programs and services by telephone. *Topics:* Telephone referral services; blue pages; toll-free services; and access to Members of Parliament.

Background

The Department of Transport was established in 1936 by the Department of Transport Act, R.S.C. 1970, c. T-15, which amalgamated the functions of the Department of Railways and Canals, the Department of Marine and the Civil Aviation Branch of the Department of National Defence. The Minister of Transport has jurisdiction over all government railways and canals (except the Trent and Rideau Canals), has the same powers as were vested in the Minister of Marine and the civil aviation powers vested in the Minister of National Defence before the amalgamation. Additional powers are vested in him by a number of other statutes and regulations.

Role and Objectives

Transport Canada has the specific role of attending to the development and operation of a safe and efficient national transportation system that contributes to the achievement of general government objectives, and of operating specific elements of that system. This broad role statement recognizes certain important objectives: efficiency, safety, maximum productivity, accessible and equitable services, cost recovery and support of government policies and objectives, especially as they relate to social and economic development.

Organization

The Department is headed by the Deputy Minister of Transport who is supported by a Senior Assistant Deputy Minister, the Director General, Review, the Director, Departmental Security and by the heads of the operational and staff groups.

The Department's operational groups are the Canadian Air Transportation Administration, the Canadian Marine Transportation Administration and the Canadian Surface Transportation Administration.

Planning and co-ordination functions are carried out by groups headed by Assistant Deputy Ministers for Co-ordination and Strategic Planning.

Policy advice and support relating to the management and administration of departmental resources are provided by an Assistant Deputy Minister, Personnel and an Assistant Deputy Minister, Finance.

The Director General, Public Affairs, reports directly to the Deputy Minister and the Departmental General Counsel provides legal services for the Department at the instruction of the Deputy Minister.

Laws and Regulations

The Department

- Department of Transport Act
- Atlantic Region Freight Assistance Act
- International Rapids Power Development Act
- Marine and Aviation War Risks Act
- Maritime Freight Rates Act
- National Transportation Act
- Safe Containers Convention Act
- Transport Act

- Transportation of Dangerous Goods Act

Canadian Air Transportation Administration

- Aeronautics Act
- Aeronautics Regulations (pursuant to Sec. 4 of the Act)
- Air Canada Act
- Air Traffic Control Services Continuation Act
- Carriage by Air Act

Canadian Marine Transportation Administration

- Arctic Waters Pollution Prevention Act
- Bills of Lading Act
- Canada Shipping Act
- Carriage of Goods by Water Act
- Government Harbours and Piers Act
- Government Vessels Discipline Act
- Harbour Commissions Act
- Hamilton and Toronto Harbour Commissioners Acts
- Maritime Code
- National Harbours Board Act
- Navigable Waters Protection Act
- North Sydney, Meaford and Trenton Harbour Acts
- Ontario Harbours Agreement Act
- Pilotage Act
- Quebec Port Wardens Act
- Shipping Conference Exemption Act
- St. Lawrence Seaway Authority Act
- United States Wreckers Act

Canadian Surface Transportation Administration

- An Act respecting the CPR (1881), et al. (detail of old railway Acts are set out in Statutory History of the Steam and Electric Railways of Canada, 1836-1937, published by the Department of Transport/King's Printer)
- Canadian National Railways Act and related legislation
- Various Bridge Acts
- Crow's Nest Pass Agreement Act
- Ferries Act
- Government Property Traffic Act

- Government Railways Act
- Motor Vehicle Safety Act
- Motor Vehicle Tire Safety Act
- Motor Vehicle Transport Act
- Railway Act
- Railway Relocation and Crossing Act
- Teleferry Act
- Winnipeg Terminals Act
- Canadian Wheat Board Act
- Canada Grain Act

Crown Corporations

The following agencies report to Parliament through the Minister of Transport:

- Canadian Transport Commission
- Air Canada, Canadian National Railways, Northern Transportation Co. Ltd. and VIA Rail (not covered by the Access to Information Act)
- St. Lawrence Seaway Authority, National Harbours Board and the Atlantic, Laurentian, Great Lakes and Pacific Pilotage Authorities (reporting through the Administrator of the Canadian Marine Transportation Administration)

Major Departmental Establishments Outside the National Capital Region

The Department of Transport maintains and operates the following major establishments:

Transportation Development Centre
Place de L'Aviation
1000 Sherbrooke Street West,
25th Floor
P.O. Box 549
Montreal, P.Q.
H3A 2R3

Transport Canada Training Institute
1950 Montreal Road
Cornwall, Ontario
K6H 6L2

Canadian Coast Guard College
P.O. Box 4500
Sydney, Nova Scotia
B1P 6L1

Motor Vehicle Test Centre
P.O. Box 285
Blainville, Quebec
J7E 4J2

Access Procedures

The Departmental Co-ordinator for Access to Information oversees the access to information function in the department, including the preparation of the departmental entry in the Access Register, service to the public for access to information, the determination of exemption and third party notifications, responses to inquiries from the Information Commissioner, appeals before the Federal Court and the annual report to Parliament on the operation of the Act within the department. Inquiries concerning the administration of the Access to Information Act in Transport Canada and all formal requests for access made pursuant to the Act should be addressed to:

Access to Information Co-ordinator
Department of Transport
Place de Ville, Tower C
Ottawa, Ontario
K1A 0N5
Telephone: (613) 593-6161

Library and Information Centre

The role of the Library and Information Centre with respect to access to departmental records is to provide systematic and comprehensive access to sources of information generated by the department in any medium. The Library fulfills this function in five ways:

- by serving as a place to request information and to receive it;
- by functioning as a central system where most internally-generated materials are deposited;
- by providing a bibliographic data base to determine what information there is relating to a specific question (this data base is available for consultation on the premises, for distribution in microfiche at cost and for computerized access through the Canadian On-Line Enquiry System operated by the Canadian Institute for Scientific and Technical Information);
- by providing facilities for consultation or more extensive research, in the form of microform readers, carrels or desks; and
- by acting as an internal referral mechanism to ensure that requests are followed up, particularly when it is not clear to individuals or organizations what address requests should be forwarded to.

Library and information services are available at the following addresses:

Headquarters (all categories of information)

Transport Canada Library and Information Centre
Place de Ville
Tower C, 2nd Floor
Ottawa, Ontario
K1A 0N5

Marine Transportation Information

Newfoundland Region, Canadian Coast Guard
Regional Manager, Financial Administration
P.O. Box 1300
St. John's, Newfoundland
A1C 5N5

Maritimes Regional Coast Guard Library
P.O. Box 1013
Dartmouth, Nova Scotia

B2Y 3Z7

Laurentian Region Coast Guard Library
2 Place Quebec, Room 212
Quebec, P.Q.
G1R 2B5

Central Region, Canadian Coast Guard
Regional Manager, Financial Administration
One Yonge Street, 20th Floor
Toronto, Ontario
M5E 1E5

Western Region Canadian Coast Guard
Regional Manager, Financial Administration
700 West Georgia Street
Vancouver, British Columbia
V7Y 1E1

Air Transport Information

Atlantic Region
Regional Manager, Administrative Services
P.O. Box 42
Moncton, New Brunswick
E1C 8K6

Quebec Region
Regional Manager, Administration
P.O. Box 5000
Montreal International Airport
Dorval, P.Q.
H4Y 1B9

Ontario Regional Library
4900 Yonge Street
Suite 300
Willowdale, Ontario
M2N 6A5

Central Region
Regional Manager, Administration
P.O. Box 8550
Winnipeg, Manitoba
R3C 0P6

Western Regional Library
Federal Building
9820-107th Street
Edmonton, Alberta
T5K 1G3

Pacific Regional Library
739 West Hastings Street
Vancouver, British Columbia
V6C 1A2

Program-related Information

Canadian Coast Guard, College Library
P.O. Box 4500
Sydney, Nova Scotia
B1P 6L1

Transportation Development Centre Library
1000 Sherbrooke Street West
P.O. Box 549
Montreal, P.Q.
H3A 2R3

Transport Canada Training Institute
Technical Information
1950 Montreal Road
Cornwall, Ontario
K6H 6L2

Publications

The following list of publications or documents issued by the Transport Canada Library and Information Centre may be used to locate information (the source, Transport Canada Library and Information Centre, should be cited before the title when requesting these documents):

- How to access information in the Transport Canada Library and Information Centre; a handbook. Ottawa, 1982 (TP 3455)
- Your Library at your Service. (TP 1478)
- Library Guidelines and Standards. Ottawa, 1979 (TP 1979)
- Transport Canada Publications. (Published semi-annually, TP 1504)
- New Accession List. (Published bi-monthly.)
- Transport Canada Library and Information Centre. (Catalogue of materials held in the Ottawa Library and Information Centre, in regional libraries and in other participating libraries). Updated quarterly.

Public Affairs

The Public Affairs Branch forecasts and analyzes probable reaction to existing and proposed departmental plans, policies and programs. The Branch is responsible for providing support for the implementation of the Department's aims and objectives by handling media relations and public information programs, including advertising, special publications and exhibits. It provides general information about the department through headquarters facilities in Ottawa and regional offices in St. John's, Dartmouth, Moncton, Montreal, Quebec, Toronto, Winnipeg, Regina, Edmonton and Vancouver. Contact may be made in person or by writing to the Public Affairs officers at one of the following addresses:

Ottawa

Director General, Public Affairs
Tower C, 21st Floor
Place de Ville
Ottawa, Ontario
K1A 0N5
Telephone: (613) 996-5861

Newfoundland Region

Regional Public Affairs Officer
Transport Canada
P.O. Box 1300
Soutside Road
St. John's, Newfoundland
A1C 5N5
Telephone: (709) 772-4328

Atlantic Region

Manager, Public Affairs
Transport Canada

Transport Canada

P.O. Box 1013
46 Portland Street
Dartmouth, Nova Scotia
B2Y 3Z7
Telephone: (902) 426-3589

Regional Public Affairs Officer
Transport Canada
P.O. Box 42
1081 Main Street
Moncton, New Brunswick
E1C 8K6
Telephone: (506) 388-7314

Quebec Region

Manager, Public Affairs
Transport Canada
1000 West Sherbrooke
25th Floor
Montreal, P.Q.
H3A 2R3
Telephone: (514) 254-8211

Regional Public Affairs Officer
Transport Canada
2 Place Quebec, Suite 212
Quebec, P.Q.
G1R 2B5
Telephone: (418) 694-7060

Ontario Region

Manager, Public Affairs
Transport Canada
4900 Yonge Street
Suite 300
Willowdale, Ontario
M2N 6A5
Telephone: (416) 224-3444

Manitoba Region

Manager, Public Affairs
Transport Canada
125 Garry Street
P.O. Box 8550
Winnipeg, Manitoba
R3C 0P6
Telephone: (204) 949-3152

Saskatchewan Region

Manager, Public Affairs
Transport Canada
106-2050 Cornwall Street
Regina, Saskatchewan
S4P 2K5
Telephone: (306) 359-5036

Alberta Region

Manager, Public Affairs
Transport Canada
9820-107th Street
Edmonton, Alberta
T5K 1G3
Telephone: (403) 420-3810

British Columbia Region

Manager, Public Affairs
Transport Canada
P1 + Pacific Centre Building, 9th Floor
700 West Georgia Street
Vancouver, British Columbia
V7Y 1E1
Telephone: (604) 661-3175

Deputy Minister

Overall responsibility for the direction of the affairs of Transport Canada rests with the Deputy Minister, who is its permanent head and senior adviser to the Minister of Transport.

Senior Assistant Deputy Minister

The Senior Assistant Deputy Minister (SADM) advises the Deputy Minister on resource allocations and on the management of the department, and acts as departmental representative on the Committee of Economic and Regional Development Deputies. The SADM provides the Deputy Minister with briefings on current issues and activities that have implications for the department as a whole and provides direction for departmental programming, training, personnel planning, security, audit, review and evaluation activities. The SADM acts as liaison between the Minister of Transport and Crown corporations reporting to him, and may represent the department in negotiations with industry, other departments, other levels of government, and foreign states. The SADM is assisted by the Director General, Review, and the Director, Departmental Security.

Review Directorate

The Directorate fosters improvements in the efficiency and effectiveness of departmental operations and administration and the accountability of management by providing independent evaluation, internal audit and review functions of all departmental activities. On all matters of special significance connected with internal audit and program evaluation, he reports directly to the Deputy Minister.

Assistant Deputy Minister - Co-ordination

The co-ordination of all internal and external activities and relations of Transport Canada is carried out by the Assistant Deputy Minister, Co-ordination (ADMC). Within the Department, the ADCM co-ordinates policies, programs and projects having multi-modal implications, such as those dealing with transportation in the Canadian Arctic, the transportation of the handicapped. The ADCM is also charged with co-ordinating the department's external relations in the field of transport and with co-ordinating the department's response to Cabinet or central agency directives. The ADCM maintains an overview of the department's legislative programs, including registers of regulations and statutory instruments, co-ordinates the response to Ministerial inquiries and Parliamentary questions, and directs the execution of departmental and central agency policies in the field of privacy, access to information, human rights, official languages and service to the public. The ADCM is supported by two directorates: General Policy Advice, and Government, Industry and International Relations; and two Branches: Transport of Dangerous Goods and the Departmental Secretariat, which includes the Access to Information and Privacy Co-ordinator.

General Policy Advice Directorate

The Directorate develops policy and provides advice on all issues which fall outside the responsibilities of the other groups of Transport Canada and co-ordinates departmental responses on issues involving the responsibilities of more than one group.

Government, Industry and International Relations Unit

The Unit maintains contact and consults with other government departments, provincial governments, industry, international organizations and special agencies to ensure that they are aware of Canadian transportation policy and participate in the early stages of the development of such policy.

Classes of Records

TC-10

Conferences and Committees

Description: Information on all conferences, committees, and associated sub-committees in which the Department collaborates with other federal departments, agencies of other governments and industry groups. *Storage Medium:* Microfilm. *Retrievability:* Files are arranged by committee or conference (interdepartmental, intergovernmental, international, etc.) or the purpose or organization that it services (e.g. NATO, OECD, IMCO, ICAO, etc.). Requests should specify subject or name of committee or organization.

Transport of Dangerous Goods

The Unit formulates and recommends policies, standards, and means of implementing regulations governing the transportation, storage, and handling of dangerous goods for all modes throughout Canada.

Classes of Records

TC-20

Dangerous Goods

Description: Information on policies, regulations, education programs, and administrative matters relating to the transportation and handling of dangerous goods. *Topics:* Dangerous Goods Code and regulations; education programs; inspections; commodities; containers and packaging; and international and federal-provincial committees.

Departmental Secretariat

The Secretariat provides comprehensive co-ordination systems for the development and scheduling of policies through the departmental and Cabinet decision-making process and prepares Parliamentary returns as well as advisory and briefing services for the Minister, the Deputy Minister, and senior departmental officials. The Director is also the departmental Privacy and Access to Information Co-ordinator and maintains a central consolidated registry of departmental statutes and regulations.

Classes of Records

TC-30

Legislation

Description: Information on all legislation, federal, provincial, municipal or foreign, to which the department is subject and which it must implement.

TC-40

Access to Information and Privacy

Description: Information on access to departmental records and the protection of the privacy of individuals referred to in those records.

Topics: Access to departmental records; access to personal information banks; and access to personal records.

TC-50

Parliamentary Affairs

Description: Information on written and oral questions in Parliament and other information required by Parliament, its committees, or other government institutions. *Topics:* Order Paper questions; oral questions; motions for production of papers; tabling of annual reports and returns; Special Committee of Council and Standing Joint Committee on Regulations and Other Statutory Instruments.

TC-60

Regulatory Activities

Description: Information on the monitoring of departmental rule-making, participation in projects involving departmental statutes and subordinate legislation, and the implementation of systems and procedures to provide departmental users and the private sector with consolidated regulatory material. *Topics:* Regulatory reform; regulations consolidation; Central Registry for Regulations and Statutory Instruments; regulations on microfiche.

Assistant Deputy Minister - Strategic Planning

Overall guidance for strategic planning and the conduct of long-term multi-modal planning to respond to future needs and problems are the responsibility of the Assistant Deputy Minister, Strategic Planning (ADMSP). In particular, the ADMSP conducts socio-economic studies of transport-related issues, provides macro-economic forecasts of passenger and freight needs, develops policies and programs for energy efficiency in transport, develops a departmental consensus on future transportation objectives and priorities, and prepares annual strategic planning guidelines. The Strategic Planning Group of Transport Canada is divided into five Directorates: Systems Planning, Energy Planning Strategic Policy, Economic Analysis and Research and Development, which includes the Transportation Development Centre in Montreal.

Systems Planning Directorate

The Directorate determines the need for, and conducts, multi-modal systems planning to help formulate national freight and passenger transportation objectives, policies, and investment proposals.

Energy Planning Directorate

This Directorate monitors and ensures the effective analysis of energy supply and demand trends and their likely impact on the transportation system. It develops multi-modal strategies and plans needed for the system to adjust as a whole to projected energy changes, and develops Transport Canada's contribution to national energy policies and plans. The Directorate also formulates and monitors departmental energy-related policies.

Strategic Policy

The Directorate formulates and monitors long-term multi-modal transportation objectives, strategic policies, and resource allocation criteria. (It also ensures and adequate level of university training and research in transportation.

Economic and Regional Analysis Directorate

The Directorate plans, directs, or conducts studies and projects to provide essential transportation data, models, and long-term forecasts of national and regional economies and of the transport system.

Research and Development Directorate

This Directorate plans, programs, manages, and evaluates the transportation segment of the energy research and development program of the federal government. It also plans and manages a long-term, industry-oriented transportation research and development program and is responsible for transportation research and development policy, planning, programming, and evaluation within the federal government.

Classes of Records

TC-70

Research and Development

Description: Information dealing with departmental, federal, and joint government-industry transportation research and development policies and programs. *Topics:* Icebreaking; navigation aids; safety regulations; Arctic marine transportation; rail freight; road transportation; air transportation; economic and regional studies for all modes; transportation of the handicapped and energy programs.

Assistant Deputy Minister - Personnel

The development and implementation of all departmental personnel policies and programs is planned and directed by the Assistant Deputy Minister, Personnel (ADMP), whose responsibility is to ensure the effective use of human resources in the department. The ADMP advises on all matters pertaining to personnel administration, co-ordinates and directs departmental training activities, including those undertaken by the Transport Canada Training Institute and the Coast Guard College, and has overall responsibility for employee relations within the department. The ADMP is supported by two directorates: Personnel and Training; and two branches Personnel Planning and Programmes and Labour Relations.

Assistant Deputy Minister - Finance

The Assistant Deputy Minister, Finance (ADMF), provides the Deputy Minister with systems of financial management, materiel management, contract management and review. The ADMF is also responsible for supplying management consulting services, computer services, library and information services, and administrative services; and advises the Deputy Minister on financial matters affecting the department and the Crown corporations reporting to the Minister of Transport. The ADMF is supported by seven directors, responsible for

financial systems and policy, material and contracting services, management systems, communications and information, financial operations and services, financial planning and programming, and administrative services.

Operational Areas

Canadian Air Transportation Administration

The Administration directs the management of all operational, developmental, and regulatory activities of the Administration in support of aeronautics, and is responsible for maintaining and promoting all aspects of air safety. On behalf of the Minister, it administers Part I of the Aeronautics Act, and provides the Minister with economic and policy advice under Part II of the Act.

The Administrator is assisted by the deputy administrator, six regional administrators, the Canadian representative to the International Civil Aviation Organization (ICAO) in Montreal, and the Washington Liaison Officer to the Federal Aviation Administration (FAA). The group is divided into five directorates: Civil Aeronautics, Flight Services, Airports and Construction Services, Policy Planning and Programming and Finance.

Information about any of these directorates may be obtained from:

P2 Administrator or Deputy Administrator
Canadian Air Transportation Administration
Transport Canada
Tower C, Place de Ville
Ottawa, Ontario
K1A 0N8

or from the offices of the Regional Administrators at the addresses listed below.

Regional Administrator
CATA
Transport Canada
P.O. Box 42
Moncton, New Brunswick
E1C 8K6

Regional Administrator
CATA
Transport Canada
Montreal International Airport
C.P. 5000
Dorval, P.Q.
H4Y 1B9

Regional Administrator
CATA
Transport Canada
4900 Yonge Street, Suite 300
Willowdale, Ontario
M2N 6A5

Regional Administrator
CATA
Transport Canada
P.O. Box 8550
Winnipeg, Manitoba
R3C 0P6

Regional Administrator

CATA
Transport Canada
Federal Building
9820-107th Street
Edmonton, Alberta
T5K 1G3

Regional Administrator
CATA
Transport Canada
739 West Hastings Street
Vancouver, British Columbia
V6C 1A2

Civil Aeronautics Directorate

The Directorate manages the air navigation services and regulatory activities of the air program. It is responsible for establishing policies, regulations, and standards for the control of Canadian airspace; for the licensing of airports, aircraft, personnel, and air carriers; for the certification of aircraft (airworthiness); for maintaining and promoting all aspects of air safety; for determining requirements of civil aeronautics for facilities and services, and for providing functional support to the regions in these areas; for directing the development of plans and programs affecting the future of the National Airspace System; and for exercising regulatory authority as delegated by the Minister of Transport under the Aeronautics Act.

The Directorate is divided into eleven Branches: Aeronautical Licensing and Inspection; Air Traffic Services; Telecommunications and Electronics (Air); Aviation Safety Bureau; Civil Aviation Medicine; Airworthiness; Civil Aviation Security; Aeronautical Standards and Legislation; Aeronautical Activity Management and Review; Legislation Review and Aviation Safety Implementation; and Aeronautical Policy, Planning Programming and Development.

Classes of Records

TC-80
Civil Aeronautics

Description: Information on miscellaneous topics concerning civil aeronautics that are not included in more specific classes of records. *Topics:* Aircraft dealers; dangerous and restricted areas; workshops and laboratories; foreign aviation; the International Civil Aviation Organization (ICAO); authorized flights; space research and satellites; meteorology; aviation associations and committees; aviation medicine; aviation inspections; aviation services generally; trophies and awards; and aviation research and development.

Aeronautical Licensing and Inspection

The Branch promotes, directs, and co-ordinates the development of national policies, programs, systems, and objectives to ensure that all aviation related equipment and personnel in Canada are adequately inspected and licensed.

Classes of Records

TC-90
Air Traffic Operations

Description: Information on the development of policies, ruling, and rates for air carriage of freight, mail, and passengers. It includes details of operations and certificates of commercial airline companies, flying clubs, and schools, and Air Canada. *Topics:* Express and freight; air carriage of mail; passenger traffic; airline companies;

flying clubs; flying schools; operating certificates; and Air Canada. *Retrievability:* Files are arranged by subject, airline company, flying club, or school.

TC-100
Aircraft

Description: Information on aircraft safety, flying rules and regulations, regulations, inspections, operations, types of aircraft, specifications, tests, and approvals of material and equipment. *Topics:* Aviation safety; flying rules and regulations; registration, inspection, operation, and types of aircraft; aircraft specifications; tests of aircraft; approval of materials and equipment; and accidents. *Storage Media:* EDP and Microfilm. *File Arrangement:* By subject, aircraft type, and aircraft markings. Specific aircraft markings should be indicated where appropriate.

TC-110
Examinations and Certificates

Description: Information on personnel licensing standards, including examinations and certification for air pilots, air engineers, and air traffic control officers. *Topics:* Licensing standards; examinations; certificates; air pilots; air engineers; and air traffic controllers. *Storage Media:* EDP and Microfilm. *File Arrangement:* By subject for licensing standards and examinations, by name of licensed pilot, air engineer, and air traffic controller, or by applicant for licences.

Air Traffic Services Branch

The Branch is responsible for the development and implementation of national policies for air traffic services, the establishment of systems and goals necessary to achieve safe and efficient movement of air traffic within Canadian - controlled airspace. It includes the Air Traffic Services Research and Experimental Centre in Hull, P.Q.

Classes of Records

TC-120
Air Traffic Services

Description: Information on the research, development, implementation, and maintenance of national policies, systems, and procedures for safe and efficient air traffic services and control within Canadian-controlled airspace. *Topics:* Area control; airport control; terminal control; information and supplementary services; research and development. *File Arrangement:* By subject and geographically by site codes or areas. Requests should refer to type of service and geographic location or areas where appropriate. *Storage Medium:* EDP systems.

Telecommunications and Electronics (Air) Branch

This Branch is responsible for the co-ordination and effective utilization of telecommunications and electronics resources, in the service and aid of civil aviation, that will ensure the safety and efficiency of all flights operating in Canadian airspace, including development and implementation of the National Flight Service Station (FSS) activity. The Director is also responsible for the design, development, installation, and maintenance of all electronic and computer based systems required on a national basis to provide navigational, surveillance, communications, airport security, and information systems.

Classes of Records

TC-130
Telecommunications and Electronics (Air)

Description: Information on the establishment, operation, and maintenance of stations and systems which provide communications and

electronic navigation aids to civil aviation, including procurement of equipment, broadcast services, and airport advisory services. *Topics:* Establishment; construction; operation; maintenance; services; buildings; site acquisitions; concessions and leases; apparatus; supplies; equipment; utilities; security; and frequencies. *Storage Medium:* EDP and microfilm. *File Arrangement:* By subject and geographically by site codes. Requests should refer to specific geographic locations where appropriate.

Flight Services Directorate

This Directorate is responsible for planning and organizing the provision, maintenance, and operation of all aircraft, helicopters, and related resources necessary to respond to the user needs of Transport Canada, other federal departments, senior members of the Government, and foreign dignitaries. It is divided into eight branches: Flight Operations; Technical Services; Training; Quality Assurance; Flight Services; Manager Administrative Services; Manager, Planning and Programming; and Systems Safety Officer.

Classes of Records

TC-140

Transport Canada Aircraft

Description: Information on Transport Canada aircraft of all descriptions. *Topics:* Quality assurance; technical services; purchasing; training; flight operations; and systems safety.

Airport Construction Services Directorate

This Directorate is responsible for establishing policies and standards for safe and efficient airport facilities and services, providing functional direction and support to regions in these areas, and for directing the development of plans and programs affecting the future of the National Airports System. It is divided into seven branches: Administration and Contracts; Marketing; Policy Planning and Programming; Airport Facilities; Airport Services and Security; Airport Professional Services; and Airport Activity Management and Review.

Classes of Records

TC-150

Airports

Description: Information on civil airports, heliports, and STOL ports. *Topics:* Planning, establishment, design, construction, maintenance, and operation of airports; site acquisition, including environmental, considerations and grants; equipment; services; utilities; facilities; concessions and leases; claims; buildings; safety; policy and security; fire protection and rescue; and catering and messing. *Storage Medium:* EDP and microfilm.

Policy, Planning and Programming (Air) Directorate

The Directorate is responsible for developing and implementing policy, planning systems, and programs to ensure there is an effective planning and programming process within the Air Administration; for providing all aviation statistics and forecasts required for policy planning and programming throughout CATA; for developing internal and external energy conservation programs and recommending a national plan for air transportation energy; for providing advice on policy positions and alternatives related to domestic and international

air transportation programs, bilateral agreements, and other related issues; directing the development of the National Air Transportation Plan; and for Co-ordinating activity and technology aviation planning. The Directorate is divided into seven branches: Domestic Policy; International Policy; Planning; Human Resource Requirements and Programming; statistics and Forecasts; Programming (Air); and Economic Analysis and evaluation.

Canadian Marine Transportation Administration

The Administration groups into one corporate entity, the various marine agencies that are responsible for providing and operating marine terminal route infrastructure facilities and services, management of all operational, developmental, and regulatory activities of the department in support of marine transportation, and the development of ports and marine commerce in Canada. The Administrator is assisted by a Deputy, by the Commissioner of the Canadian Coast Guard, by the Director, Ports and Harbours, by the Chairman of the National Harbours Board, the President of the St. Lawrence Seaway Authority and the Chairmen of the four Pilotage Authorities (Atlantic, Laurentian, Great Lakes and Pacific).

In particular, the Administration formulates and implements marine transportation policies, programs and directives, ensures the efficient operation of marine way and terminal facilities, marine traffic management and pilotage services, and is responsible for providing a fleet of ships in support of navigation and the Arctic re-supply activity.

These responsibilities are carried out by a headquarters administrative unit, Ports and Harbours, Marine Policy Co-ordination, Programming and Finance, Shipping Policy, Operations Review and Emergency Planning, and Contract Administration.

The Canadian Coast Guard's responsibilities include the provision of such services as aids to navigation, telecommunications and ship movement systems, ship safety including search and rescue, icebreaking, and all regulatory activities concerning the design, construction and maintenance of ships, and the safety of personnel and cargoes, pollution prevention and marine casualty investigation. The main subdivisions that carry out these functions are Aids and Waterways, Telecommunications and Electronics, Fleet Systems, Ship Safety, and Marine Casualty Investigations. Official information about any of these activities may be obtained from:

Office of the Administrator
Canadian Marine Transportation Administration
Department of Transport
Place de Ville
Ottawa, Ontario
K1A 0N7

or from regional offices of the Coast Guard at the addresses listed below.

Laurentian Region

Regional Director
Canadian Coast Guard
2 Place Quebec
Room 212
Quebec, P.Q.

Central Region

Regional Director
Canadian Coast Guard
Toronto Star Building
One Yonge Street, 20th Floor
Toronto, Ontario
M5E 1E5

Maritimes Region

Regional Director
Canadian Coast Guard
P.O. Box 1013
Dartmouth, Nova Scotia
B2Y 3Z7

Office Address:

Twin Towers
Royal Bank Building
46 Portland Street
Dartmouth, Nova Scotia

Newfoundland

Regional Director
Canadian Coast Guard
P.O. Box 1300
St. John's, Newfoundland
A1C 5N5

Office Address:

Southside Road
St. John's, Newfoundland

Western Region

Regional Director
Canadian Coast Guard
Box 10060 Pacific Centre
700 West Georgia Street
Vancouver, British Columbia
V7Y 1E1

A description of the organization and responsibilities of the St. Lawrence Seaway Authority, the National Harbours Board and the four Pilotage Authorities, as well as the records held by them, are provided elsewhere in this Register.

Ports and Harbours Branch

The Branch plans and administers public port facilities serving commercial water transportation interests and provides functional direction to the Regions in these areas. It also ensures that the development and conduct of Harbour Commission programs are co-ordinated with the various related activities of Transport Canada and other federal government departments.

Classes of Records

TC-160

Harbours and Ports - Public

Description: Information on the establishment, administration, development, operation, and maintenance of ports and harbours, including the establishment and collection of user charges. *Topics:* Facilities; studies; harbours and ports; headlines; harbour masters; property

records; rules and regulations; tariffs and fees; and returns and refunds.

TC-170

Harbours Under Commission

Description: Information on the administration, operation, development, and maintenance of facilities in the Commission harbours. *Topics:* Administration; incorporation; legislation; annual reports; statistics; by-laws; regulations; waterlots; leases; commissioners; staff; elevators; finance; harbour limits; headlines; land and property; and wharves. *File Arrangement:* By subject, name of Commission and geographically by name of harbour or port.

TC-180

Wharves

Description: Information on the administration, operation, and maintenance of marine facilities under the jurisdiction of the Ports and Harbours Branch, including the planning and development of port facilities and the establishment and collection of tariffs. *Topics:* Administration; rules and regulations; tariffs and fees; leases; and inspections and wharfingers.

Marine Policy Co-ordination Directorate

The Directorate is responsible for advising and making recommendations to senior officials of Transport Canada and other federal departments on all major policies concerning the provision of marine services and facilities, as well as for directing and co-ordinating the assessment of the impact of those policies. It also provides response to matters arising out of current policies on marine services and facilities and in so doing establishes and maintains contacts with other levels of government for the purposes of negotiations and liaison.

Classes of Records

TC-190

Marine Pilotage

Description: Information on by-laws, regulations, standards, pilotage authority, accounts, paylists, boards, and launches. *Topics:* By-laws; regulations; standards; pilotage authorities; accounts; paylists; boats; and launches. *File Arrangement:* By subject and pilotage authority.

Canadian Coast Guard

Aids and Waterways Branch

The Branch develops and recommends policies to aid marine navigation and prepares legislation and regulations for the control of marine traffic. It also reviews and approves construction plans under the Navigable Waters Protection Act and directs the development of commercial navigable waterways.

Classes of Records

TC-200

Aids to Navigation - Marine

Description: Information on the establishment, operation, and maintenance of fixed and floating marine navigation aids. *Topics:* Buoys; lights; beacons; fog signals; notices to shipping; notices to mariners; site acquisitions; buildings; structures; service contracts; and vessel traffic management. *Storage Medium:* EDP and microfilm. *File Arrangement:* By subject and geographic location. Requests should refer to type of navigational aid or geographic location as appropriate.

TC-210 Navigable Waters - Protection

Description: Information on policies and regulations, and applications and approvals for industrial and other construction plans affecting navigable waters. *Topics:* Applications for approval; approval of construction; types of buildings and works; and designation of navigable waters. *Storage Medium:* Microfilm. *File Arrangement:* By subject, individuals or companies, geographic location, type of building, or works.

TC-220 Waterways

Description: Information on water levels and gauges, St. Lawrence waterways, and the Canso Canal. *Topics:* Water levels and gauges; St. Lawrence waterways; Canso Canal; and St. Lawrence Ship Canal.

TC-230 Navigable Waters - Obstructions

Description: Information on obstructions in navigable waters. *Topics:* Obstructions in navigable waters; bridges; cribworks; sunken piers; logs; rafts and lumber; shoals; wrecks; and derelicts. *File Arrangement:* By subject, individual, company, geographic location, type of obstruction, or names of derelict or wrecked vessels.

Telecommunications and Electronics Branch

The Branch is responsible for the development and implementation of policies and plans to provide and operate telecommunications and electronics systems and services required by the Canadian Coast Guard programs.

TC-240 Telecommunications and Electronics (Marine)

Description: Information on the establishment, operation, and maintenance of stations and systems which provide communications and electronics navigation aids to the Canadian Coast Guard and marine transportation, including design and procurement of equipment. *Topics:* Establishment; construction; operation; maintenance; services; buildings; site acquisitions; concessions and leases; apparatus; supplies; equipment; utilities; security; and frequencies. *Storage Medium:* EDP and microfilm. *File Arrangement:* By subject, geographic location and name of Coast Guard ship.

Fleet Systems Branch

The Branch develops national policies and plans for the composition, operation, maintenance of the Canadian Coast Guard Fleet which provides shipping with ice-breaking and ice-escort services; gives support to other functions, such as aids to navigation; and acts as the marine component of search and rescue activities.

Standard instructions pertaining all activities of the ships and other components of the Canadian Coast Guard fall under Fleet Systems responsibility.

Classes of Records

TC-250 Ships - Canadian Government

Description: Information on the operations, functions, and services performed by the Canadian Coast Guard Fleet, such as northern supply operations, support to aids to navigation, and search and rescue. This includes information on the operation and maintenance of Canadian Coast Guard vessels, such as acquisitions and supplies. *Topics:* Purchases; charters; sales; services; northern transportation;

accidents and damage claims; fuel; movements; provisioning; repairs; inspections. *File Arrangement:* By subject and name of Coast Guard vessel.

TC-260 Search and Rescue

Description: Information on search and rescue operations and lifesaving stations. *Topics:* Lifesaving stations; search and rescue; equipment; and supplies.

TC-270 Ice Operations

Description: Information on icebreaking, ice reporting, ice escorting, and the International Ice Patrol. *Topics:* Icebreaking; ice reporting; ice escorting; International Ice Patrol; methods; and equipment.

Ship Safety Branch

The Branch develops and applies safety standards for the design, construction, operations, and maintenance of ships and air-cushion vehicles, for their machinery and equipment, for navigation, for handling and stowage of cargo, for the qualification and certification of ship and air-cushion vehicle personnel, and for the prevention of pollution by ships. It also participates in the development of international codes, conventions, and regulations concerning marine safety, and maintains registries of vessels and ships' personnel.

Classes of Records

TC-280 Harbours and Ports - Cargo Loading

Description: Information on rules and regulations concerning the handling and stowage of ships' cargoes, and the appointment of surveyors and port wardens. *Topics:* Rules and regulations; reports and returns; and appointments of surveyors and Port Wardens.

TC-290 Ships' Officers and Seamen

Description: Information on the qualification and certification of ships' officers and seamen. *Topics:* Masters; mates; engineers; seamen; discharge books; shipping masters; examinations; certificates; welfare and discipline; and clearances of vessels. *Storage Medium:* EDP. *File Arrangement:* By subject and names of ships' officers and seamen.

TC-300 Navigation and Seamanship

Description: Information on navigation, seamanship, collision regulations, speed of vessels, and training schools. *Topics:* Navigation; seamanship; collision regulations; speed of vessels; anchorages; schools; and apparatus and equipment.

TC-310 Control of Shipping

Description: Information on the control of shipping, including the casting trade and small boats. *Topics:* Coasting trade; freight movements; commodities; marine irregularities; merchant marine; Park Steamship Company; and small boats.

TC-320 Ships - Registration and Licensing

Description: Information on the registration and licensing of ships other than —small vessels—. *Topics:* Ports of registry; ships registered; and ships licensed. *Storage Medium:* EDP system. *File Arrangement:* By name of ship.

TC-330

Ships - Inspection

Description: Information on inspection, regulations, and procedures; including small vessel inspection and capacity and horsepower plates. *Topics:* Regulations; procedures; small vessel inspection; and capacity and horsepower plates. *File Arrangement:* By name of small vessel.

TC-340

Ships' Inspection - Appliances and Equipment

Description: Information on the testing and approval of ships' appliances and equipment. *Topics:* Engines; boilers; machinery; fire protection equipment; lifesaving equipment; materials used in construction of ships. *Storage Medium:* Microfilm.

TC-350

Ships' Inspection - Safety

Description: Information on the inspection and certification of ships used in the carriage of dangerous goods and load lines. *Topics:* Explosives; dangerous goods; load lines. *File Arrangement:* By name of ship.

TC-360

Ships' Inspection - Specific

Description: Information on rules and regulations governing safety inspections of ships. There are individual case files for specific vessels containing inspection reports and certificates, survey reports, etc. *Topics:* Ferries; drilling rigs; ships; ships' tackle; and survey reports. *Storage Medium:* EDP. *File Arrangement:* By name of ship.

TC-370

Air Cushion Vehicles (ACV)

Description: Information on all aspects of air cushion vehicles. *Topics:* Regulations; registration; licensing; certification; inspection; examination and certification of personnel, companies, equipment, and material; research and development; and accidents and investigations. *Storage Medium:* EDP. *File Arrangement:* By subject, by names of personnel, and by name, type and registration marks of ACVs.

TC-380

Ships - Measuring and Surveying

Description: Information on the rules, regulations, and procedures for measuring and surveying ships; the appointment of surveyors; agreements with other countries; and tonnage measurements. *Topics:* Rules; regulations; appointment of measuring surveyors; agreements with other countries.

TC-390

Pollution

Description: Information on rules, regulations, and policies for the prevention of pollution in inland waters and at sea. It includes emergency plans and operations concerning the clean-up of oil or other pollutants. *Topics:* Rules; regulations; policies; plans; operations; reports; methods; and equipment.

Marine Casualty Investigations Unit

This Unit develops and recommends policies on the investigation of marine casualties, conducts investigations, and recommends policies on the conduct and competence of certificated officers and pilots. It also prepares and implements a national program for the preservation, protection, and disposal of wrecks.

Classes of Records

TC-400

Casualties, Wrecks, Salvage

Description: Information on casualties, investigations, reports, cargoes, wrecks, salvage, and the appointment of Receivers of Wreck. *Topics:* Rules; regulations; casualty statistics; cargo and equipment losses; investigations; reports; collisions; groundings; foundering; and appointments of Receivers of Wreck. *Storage Medium:* EDP. *File Arrangement:* By subject, by names of vessels and by areas of occurrence.

Canadian Surface Transportation Administration

The Administration directs the formulation and implementation of surface transportation policies and programs and manages all operational, developmental, and regulatory activities of Transport Canada relating to surface transportation. It is also responsible for operation of the Motor Vehicle Test Centre at Blainville, Quebec.

The Administration is divided into six Branches: Highway Transportation; Road and Motor Vehicle Traffic Safety; Water Transportation; Railway and Grain Transportation; Railway Passenger Transportation; and Surface Policy, Planning and Urban Programs.

Information about any of these units may be obtained from:

Office of the Administrator
Canadian Surface Transportation Administration
Department of Transport
Place de Ville
Ottawa, Ontario
K1A 0N5

Highway Transportation Directorate

This Directorate develops, implements, and monitors policies and programs to improve the capability and efficiency of highway transportation.

Classes of Records

TC-410

Highways

Description: Information on policies, studies, and objectives for the provision, regulation, and management of highways, international bridges and tunnels, and federal-provincial collaboration in highway projects. *Topics:* Highways economics; engineering; construction; and operations. *File Arrangement:* By subject, name of project or highway or geographical location.

TC-420

Motor Carriers

Description: Information on the interprovincial and international motor carrier industry, and intergovernmental relations, both federal-provincial and international. *Topics:* Commercial and private trucking; household goods; commercial buses; freight forwarding; federal and provincial regulations and laws; studies.

TC-430

Bridges and Tunnels

Description: Information on policies, studies, and objectives on the provision, regulation, and management of international bridges and

tunnels, and federal-provincial collaboration in international bridge and tunnel projects.

Road and Motor Vehicle Traffic Safety Directorate

This Directorate co-ordinates federal government activities in motor vehicle and traffic safety to death, severity of injuries, and health impairment, property damage, and fuel consumption. Principal responsibilities include development and enforcement of mandatory safety standards for motor vehicles, development of road safety countermeasures, liaison with motor vehicle agencies in other countries, management of the Motor Vehicle Test Centre and fuel economy programs and participation in co-operative federal-provincial road safety programs.

Classes of Records

TC-440

Road and Motor Vehicle Traffic Safety

Description: Information on road and motor vehicle traffic safety, research and development of countermeasures, engineering development and enforcement of safety and emission standards and safety regulations, management of the Motor Vehicle Test Centre, and fuel economy programs. *Topics:* Road and motor vehicle traffic safety; countermeasures development; accident and defect investigations; public complaints; recall campaigns; motor vehicle engineering and safety standards; motor vehicle safety rules and regulations; Motor Vehicle Test Centre; compliance auditing and testing; national and international organizations and associations dealing with road and vehicle safety; motor vehicle emissions control; and fuel economy. *Storage Media:* EDP, test film, microfilm, video tape. *File Arrangement:* By subject, project, company, or safety standard.

Water Transportation Assistance Directorate

This Directorate establishes policies, plans, and programs for all aspects of water transportation assistance and associated services over inland and coastal waters, as required by the federal government.

Classes of Records

TC-450

Surface Transportation - Water Transportation Assistance

Description: Information on policies and programs for administration

of subsidies to ferry and coastal services. *Topics:* Ferry and coastal services; subsidies; levels of service; and tariffs.

Railway and Grain Transportation Directorate

This Directorate initiates, develops, implements, and monitors policies and programs for the grain transportation and handling system and improvement of the capability, efficiency, and safety of railway systems.

TC-460

Railway and Grain

Description: Information on railway operations and design, regulations, freight transportation, capacity, and grain transportation and handling. *Topics:* Lands; buildings; legislation; regulations; leases, finance; operations; maintenance; traffic; freight; rates, rights-of-way; main and branch lines; terminals.

Railway Passenger Transportation Directorate

This Directorate initiates, develops, implements, and monitors policies and programs to improve the capability and efficiency of the railway passenger program.

TC-470

Railway Passenger

Description: Information on railway passenger services and systems in Canada. *Topics:* Passenger Services; VIA Rail.

Surface Policy, Planning and Urban Programs Directorate

This Directorate develops and co-ordinates policies and studies affecting the surface modes of transport. It also co-ordinates the financial planning function for surface transportation, administers the private rail cars for government, develops and implements urban transportation policies and programs, and develops and implements railway relocation and crossing programs.

TC-480

Surface Transportation Policy

Description: Information on policies and programs affecting the various modes of surface transportation, private rail car operations, urban transportation, and railway relocation and crossings. *Topics:* Multi-modal transportation; private rail cars; urban transportation; and railway relocation and crossings.

Historical Perspective

More than 600,000 Canadian men and women served during the First World War. Of these, 66,655 gave their lives and approximately 173,000 were wounded. In addition, 1,605 Newfoundlanders died in that war.

More than one million Canadians served their country during the Second World War. Of these, over 44,000 were killed and approximately 55,000 wounded. There were 722 fatalities from Newfoundland forces.

During the Korean Conflict, more than 26,000 Canadians served with the United Nations Peacekeeping Forces: 516 died and 1,200 were wounded.

At the end of 1980, the Canadian veteran population was approximately 780,000.

Names of Canadians who were killed in these wars and the Boer War are recorded in Books of Remembrance. The original volumes, including the Newfoundland Book of Remembrance, are open to public view in the Peace Tower on Parliament Hill in Ottawa. Copies are retained in every province.

Veterans Affairs Canada consists of the Department and four associated agencies, namely the Canadian Pension Commission, the Pension Review Board, the Bureau of Pensions Advocates and the War Veterans Allowance Board.

The Department was created by Act of Parliament in 1944. Previously the care of veterans had been the responsibility of the Military Hospitals Commission, the Department of Soldiers Civil Re-Establishment (created during the First World War), and then the Department of Pensions and National Health, established in 1928.

Towards the end of the Second World War Veterans Affairs Canada was established to oversee expanded rehabilitation programs. The Canadian Pension Commission was formed in 1933 as the successor to the Board of Pension Commissioners that had been in operation since 1919. The War Veterans Allowances Board was established in 1936, when it replaced the War Veterans Allowance Committee. The Pension Review Board and the Bureau of Pensions Advocates were both created in 1971 as a result of amendments to the Pension Act.

Laws and Regulations - Department

The Department was established by the Department of Veterans Affairs Act, R.S.C. 1970, Chap. V-4.

The duties, powers and functions of the Minister are set forth in general terms in Section 5 of the Department of Veterans Affairs Act. His authority to make regulations, subject to the approval of the Governor-in-Council, in a number of areas is set forth in Section 6. The series of regulations made under the Department of Veterans Affairs Act are as follows:

- Assistant Fund (War Veterans Allowances and Civilian War Allowances) Regulations, P.C. 1965-1213 (Order in Council), June 30, 1965, as amended
 - Canadian National Institute for the Blind for training and after-care, P.C. 1311-14861, September 14, 1951, as amended
 - Guardianship of Veterans' Property Regulations, P.C. 1954-320, March 4, 1954
 - Last Post Fund Regulations, P.C. 1967-206, February 2, 1967, as amended
 - Pensioners Training Regulations, P.C. 1959-947, July 22, 1959, as amended
 - Veterans Burial Regulations, P.C. 1957-1181, August 27, 1957, as amended
 - Veterans Estates Regulations, P.C. 1954-1536, October 6, 1954
 - Vetcraft Shop Regulations, P.C. 1958-1624, November 27, 1958, as amended
 - Veterans Treatment Regulations, P.C. 1962-1401, October 4, 1962, as amended
- The other statutes administered by the Department under the direction of the Minister are as follows:
- Allied Veterans Benefits Act, R.S.C. 1952, Chap. 8
 - Children of War Dead (Education Assistance) Act, R.S.C. 1970, Chap. C-18
 - Children of War Dead (Education Assistance) Regulations, P.C. 1962-1366, September 27, 1962, as amended
 - Fire Fighters War Service Benefits Act, R.S.C. 1952, Chap. 117
 - The Returned Soldiers' Insurance Act, Chap. 54, as amended
 - Returned Soldiers' Insurance Regulations, P.C. 3652, July 31, 1952, as amended
 - Soldiers Settlement Act, R.S.C. 1927, Chap. 188, as amended
 - Special Operators War Service Benefits Act, R.S.C. 1952, Chap. 256
 - Supervisors War Service Benefits Act, R.S.C. 1952, Chap. 258
 - Veterans Benefit Act, 1954, R.S.C. 1970, Chap. V-2
 - Veterans Insurance Act, R.S.C. 1970, Chap. V-3
 - Veterans Insurance Regulations, P.C. 1954-1392, September 17, 1954, as amended
 - Veterans' Land Act, R.S.C. 1970, Chap. V-4, as amended
 - Veterans' Land Regulations, P.C. 1965-952, May 20, 1965, as amended
 - Regional Advisory Committee Regulations, P.C. 1965-941, May 20, 1965
 - Veterans Rehabilitation Act, R.S.C. 1970, Chap. V-5
 - Veterans Rehabilitation Regulations, P.C. 1954-1571, October 13, 1954, as amended
 - War Service Grants Act, R.S.C. 1970, Chap. W-4
 - War Service Grants Regulations, P.C. 1954-1572, October 13, 1954, as amended
 - Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act, R.S.C. 1952, Chap. 297

Veterans Affairs

Overall Responsibilities

The Department's mission is to manage special programs for veterans and other specified persons which will compensate for death and disabilities incurred in the service of Canada, or enable them to be self-sufficient and participate members of the community, and to otherwise perpetuate recognition of wartime sacrifice and its contribution to Canada.

The purpose of some of the original rehabilitation programs, such as Re-establishment Credits, was successfully fulfilled and they were phased out. The Department's responsibilities continue to include the administration of pensions and war veterans' allowances, medical treatment, counselling, advocacy and educational assistance to children of the war dead, as well as commemoration of those who served their country during wartime.

Today, most veterans are approaching the end of their working life; programs are being tailored to meet their needs as they approach old age.

Organization

The Department and its four associated agencies report to Parliament through the Minister of Veterans Affairs. Veterans Affairs Canada has two operational branches: The Veterans Services Branch and the Veterans Land Administration.

Medical, surgical and dental treatment, including special equipment and domiciliary care, are provided to eligible veterans and other qualified persons. Miscellaneous allowance benefits are payable in certain circumstances under the Veterans' Treatment Regulations.

Thirty-two district offices provide Social Services and benefits counselling in the office and in the home. These offices are located in St. John's and Corner Brook, Newfoundland; Charlottetown, P.E.I.; Halifax and Sydney, Nova Scotia; Saint John and Campbellton, New Brunswick; Sherbrooke, Sainte-Foy, Montreal and Gatineau, Quebec; Ottawa, Kingston, Peterborough, Toronto, Toronto (South), Toronto (North), Brampton, Hamilton, London, Windsor, North Bay and Thunder Bay, Ontario; Winnipeg and Brandon, Manitoba; Regina and Saskatoon, Saskatchewan; Calgary and Edmonton Alberta; and Vancouver, Penticton, Prince George and Victoria, British Columbia.

Veterans Land Administration

Dominion Building
Queen and Richmond Streets
Charlottetown, Prince Edward Island

The Veterans Land Administration manages property purchase agreements between the Director, VLA and veterans and their heirs. More than 140,000 veterans have been settled under the Veterans' Land Act since its inception nearly 35 years ago. The final lending deadline was March 31, 1977.

Veterans Land Administration offices are located in Saint John, New Brunswick; Montreal, Quebec; Willowdale, Ontario; and Saskatoon, Saskatchewan.

Laws and Regulations - Agencies

The Canadian Pension Commission

The statutes administered by the Canadian Pension Commission are as follows:

- Pension Act, R.S.C. 1970, Chap. P-7, as amended
- Civilian War Pensions and Allowances Act, Parts I to X R.S.C., Chap. C-20, as amended
- The Compensation for Former Prisoners of War Act

The Commission also adjudicates or makes recommendations on claims under the following:

- The Flying Accidents Compensation Regulations, P.C. 1972-2613, November 9, 1972
- Supplementary Pensions under the Women's Royal Naval Services and the South African Military Nursing Services (Benefits) Act, R.S.C. 1952, Chap. 297
- The Special Operators War Service Benefits Act, R.S.C. 1952, Chap. 256
- The R.C.M.P. Superannuation Act, R.S.C. 1970, Chap. R-11, as amended
- The R.C.M.P. Pension Continuation Act, R.S.C. 1970, Chap. R-1-, as amended
- The Gallantry Gratuities and Annuities Order, P.C. 1974-723, March 26, 1974
- Penitentiary Inmates Accident Compensation Order, P.C. 1977, October 6, 1977
- Special Indemnity Plan for Dependants of Canadian Forces Attaches, T.B. 753619, December 1, 1977
- The Defence Services Pension Continuation Act, R.S.C. 1970, Chap. D-3, as amended

War Veterans Allowance Board

The legislation under which the Board adjudicates is as follows:

- War Veterans Allowance Act, R.S.C. 1970, Chap. W-5, as amended
- Veterans Allowance Regulations, C.R.C., Chap. 1602, December 3, 1974, as amended
- Civilian War Pensions and Allowances Act, Part XI, R.S.C. 1970, Chap. C-20, as amended
- Civilian Allowances Regulations, C.R.C., Chap. 402, December 3, 1974, as amended Pension Review Board
- Pension Act, Sections 75 to 81 Bureau of Pensions Advocates
- Pension Act, Part II

Canadian Pension Commission

Veterans Affairs Building
284 Wellington Street
Ottawa, Ontario
K1A 0P4

The Canadian Pension Commission is responsible, under the Pension Act, with the administration of the legislation in such a way as to recognize the obligation of the people and Government of Canada to

Veterans Affairs

provide compensation to those members of the Forces who have been disabled or have died as a result of military service. This Act also provides for the payment of pensions for surviving dependants, and allowances for exceptional incapacity, attendance and clothing. The Commission also administers Part I to X of the Civilian War Pensions and Allowances Act which provides for similar awards for disability or death attributable to service during World War II in certain organizations or types of employment which were closely associated with the Armed Forces such as Merchant Seamen or Auxiliary Services personnel; the Compensation for Former Prisoners of War Act which provides for the payment of compensation for former prisoners of war, evaders and escapees and their dependants; and the Halifax Relief Commission Pension Continuation Act which authorizes pension payments to certain persons injured in the Halifax explosion of 1917. As well, the Commission adjudicates on pension claims under various other Act, Orders and Regulations such as the Royal Canadian Mounted Police Act and the Flying Accidents Compensation Regulations.

Canadian Pension district offices are located in St. John's, Newfoundland; Charlottetown, Prince Edward Island; Halifax, Nova Scotia; Saint John, New Brunswick; Ste. Foy and Montreal, Quebec; Ottawa, Toronto, North Bay, Hamilton, London and Kingston, Ontario; Winnipeg, Manitoba; Saskatoon and Regina, Saskatchewan; Calgary and Edmonton, Alberta; and Vancouver and Victoria, British Columbia.

Pension Review Board

Trebla Building
473 Albert Street
Ottawa, Ontario
K1R 5B4

This agency acts as an appeal tribunal for applicants who are dissatisfied with decisions of the Canadian Pension Commission. It is the final authority on matters of pension entitlement, the amount of money to be awarded and the interpretation of pension legislation and regulations.

Bureau of Pensions Advocates

Veterans Affairs Building
284 Wellington Street
Ottawa, Ontario
K1A 0P4

The Bureau provides a free legal service to applicants and pensioners under the Pension Act. It assists veterans to prepare applications for pensions and also to apply for changes in the amount of pension previously awarded. Bureau lawyers also represent veterans at hearings held under the Pension Act.

District Pension Advocates are located in St. John's, Newfoundland; Charlottetown, Prince Edward Island; Halifax, Nova Scotia; Saint John, New Brunswick; Ste. Foy and Montreal, Quebec; Ottawa, Willowdale, Hamilton, London and North Bay, Ontario; Winnipeg, Manitoba; Regina and Saskatoon, Saskatchewan; Calgary and Edmonton, Alberta; and Vancouver and Victoria, British Columbia.

War Veterans Allowance Board

Dominion Building, 6th Floor
Queen and Richmond Streets
Charlottetown, Prince Edward Island
C1A 8M9

The War Veterans Allowance Board acts as a court of appeal for

dissatisfied War Veterans Allowance and Civilian War Allowance applicants and recipients. It reviews decisions of district authorities to ensure that adjudication is consistent with the intent of the legislation and applied uniformly throughout Canada. The Board adjudicates pursuant to specific sections of the legislation where it has sole jurisdiction, provides interpretation of the Acts and Regulations and advises the Minister of the Regulations.

Access Procedures

Requests for access to records under the Access to Information Act should be directed to:

Access to Information and Privacy Co-ordinator
Department of Veterans Affairs
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9
Telephone: (902) 566-8567

Personal Information

For access to personal information under the Privacy Act, please consult the Veterans Affairs Canada section of the privacy index. Information on individuals is not included in this Register.

General Information

Requests for general information should continue to be addressed to Public Affairs personnel at Headquarters and at regional offices throughout Canada. Contact may be made in person, by telephone, or by writing to the Public Affairs Directorate, Veterans Affairs Canada, at one of the following addresses:

284 Wellington Street
Ottawa, Ontario
K1A 0P4
Telephone: (613) 992-4234

Dominion Building
Queen and Richmond Streets
Charlottetown, Prince Edward Island
C1A 8M9
Telephone: (902) 894-5072

P.O. Box 1002
45 Alderney Drive
Dartmouth, Nova Scotia
B2Y 3Z7
Telephone: (902) 426-8530

4545 Queen Mary Road
Montreal, P.Q.
H3W 1W4
Telephone: (514) 344-4458

4900 Yonge Street
5th Floor
Willowdale, Ontario
M2N 6B2
Telephone: (416) 224-4094

1200 Portage Avenue
Winnipeg, Manitoba
R3G 0T5
Telephone: (204) 949-4163

Alvin Building

Veterans Affairs

1155 Robson Street
Vancouver, B.C.
V6E 1B9
Telephone: (609) 544-3101

Publications

The following publications are available, free of charge, by writing to:

The Directorate of Public Affairs
Veterans Affairs Canada
284 Wellington Street
Ottawa, Ontario
K1A 0P4

- Annual Reports Veterans Affairs Canada, the Pension Review Board, the Canadian Pension Commission, the War Veterans Allowance Board, and the Bureau of Pensions Advocates
- Pensions for disability and death related to military service (bilingual booklet)
- War Veterans Allowance and Civilian War Allowances (bilingual booklet)
- Funerals - Burials - Headstones - Assistance available to veterans' dependants (bilingual leaflet)
- Benefits to Canadian Veterans Residing Outside Canada (bilingual leaflet)
- Veterans Affairs - Services and Benefits (bilingual booklet, revised July 1982)
- Valour Remembered - Canada and the First World War; Valour Remembered - Canada and the Second World War (bilingual booklets)
- Lieutenant-Colonel John McCrae, Soldier - Poet-Physician (bilingual pamphlet)
- The Newfoundland and Beaumont-Hamel Memorial (bilingual pamphlet)
- Canadians Who were Prisoners of War in Europe during World War II — Report to the Minister of Veterans Affairs of a study by J. Douglas Hermann (bilingual report)
- Pension Review Board Reports (bilingual periodical)
- We will remember... - overseas memorials to Canada's war dead, by Colonel G.W.L. Nicholson
- Veneration for Valour — an assessment of Veterans legislation, its impact on Canadian veterans and on Canada as a whole, by Joseph Schull (available in French as *Hommage à la Vaillance*)
- The Aging Veterans' Program (bilingual leaflet)
- The National War Memorial (bilingual booklet)
- The Vimy Memorial (bilingual booklet)

EDP System

The Directorate of Information Systems maintains corporate databases on Veterans, their spouses and dependants, and other clients who were or are now in receipt of benefits administered by Veterans

Affairs Canada or the Canadian Pension Commission. This information consists of items such as names, addresses, service numbers, benefits received, status of applications received and additional items required to provide service to the client in a timely and accurate manner.

General Classes

The following three Classes of Records contain information on programs and activities that cannot be attached to a particular organizational unit or function.

Classes of Records

VAC-10

Honours and Awards

Description: Information on the issue and replacement of World War I and II Campaign Stars, medals, Service Buttons and Silver Memorial Crosses. *Topics:* Eligibility; mounting and wearing of decorations, Campaign Stars and medals; Gallantry Awards; Campaign Stars and medals - World War I and II; War Service Buttons; Silver Memorial Cross.

VAC-20

Commemoration and Special Events

Description: Information on the planning and direction of commemorative events for wars, battles and campaigns; domestic and overseas pilgrimages and tours; National War Memorial and other memorials. *Topics:* Annual Vimy ceremonies; annual Remembrance Day ceremonies - Ottawa; major overseas commemorations - Korea, France (D-Day, Somme, Dieppe, Vimy, etc.), Hong Kong, Italy, Holland; commemorations - Canada; visits and tours, overseas and Canada.

VAC-30

Relocation to Charlottetown, P.E.I.

Description: Information on the co-ordination of the planning and implementation of all activities related to the relocation of Veterans Affairs Canada Headquarters from Ottawa to Charlottetown, P.E.I. *Topics:* Relocation Task Force; construction of new building; organization development, double banking, training; accommodation planning; support services; liaison with provincial, federal, municipal governments and veterans organizations; site selection; Ottawa core group; committees, studies, publications and briefings; housing, education and language training in Prince Edward Island; public relations; social, cultural and economic impact on Prince Edward Island; employees relocating to Charlottetown - two-year guarantee; non-relocating employees - reassignment, training.

Veterans Services Branch

This Branch administers a broad range of economic, medical and social benefits to qualified veterans, their dependants and other specified persons. Benefits include War Veterans and Civilian War Allowances, Assistance Fund Grants, medical and dental services, prosthetic services, examination and treatment, domiciliary care, allowances and ancillary benefits, counselling services, Veterans Insurance and a wide range of special benefit programs. Veterans Services also administers two hospitals and two domiciliary care homes.

VAC-40

Client Services

Description: Information on the maintenance and improvement of the quality of service to veterans, their dependants and survivors. *Topics:*

Veterans' counselling services, counsellors, counsellor's guide; client satisfaction; monitoring and evaluation; survey of client needs; client satisfaction survey; bilingual services; other government and community agency programs; Aging Veterans Program; studies on policies.

VAC-50

Hospital Services

Description: Records and manuals on hospital services in general, departmental hospitals, veterans' homes and contract hospitals. *Topics:* Administration and operation of departmental hospitals; Ste. Anne's Hospital, Deer Lodge; administration of Rideau Veterans' Home and Saskatoon Veterans' Home; contract hospitals (beds); per diem rates, by province; active, acute, chronic and domiciliary care (beds); admission and discharge procedures; accreditation; audits; Patient Classification Survey; medical consultants; doctors; nurses - training; outpatient services, day hospital; clinical laboratory and pathology services; electroencephalography; electrocardiography; respiratory services; physiotherapy; occupational and speech therapy; radiology; pharmacy; medical social services; infection control; surgery; intensive care; nursing services; dietetics; geriatric services; psychiatric services; anaesthesiology; treatment services; recreation; medical records.

VAC-60

Hospital Transfers

Description: Information on all aspects of the transfer of departmental hospitals to provincial jurisdictions. *Topics:* Transfer of veterans hospitals—general, agreements and contracts with provinces and universities; priority beds; protection of employment and pension status of transferred public servants; Sunnybrook, Ste-Foy, Lancaster, Shaughnessy, Victoria Veterans' Hospital, Westminster, Queen Mary, Camp Hill, Edmonton Veterans' Home, Colonel Belcher.

VAC-70

Returned Soldiers Insurance and Veterans' Insurance

Description: Information on the administration of life insurance policies purchased by veterans, their widows and certain civilian personnel of the First and Second World Wars and the Korean Conflict. *Topics:* Veterans' Insurance (World War II); Returned Soldiers' Insurance (World War I); medical review and refusal of insurance; payment of premiums; proceeds and annuities; re-establishment credits; proof of age, identity, death, etc.; beneficiaries; age of majority, disability benefit qualification; succession duties; income tax; Korean Conflict, Returned Soldiers' Insurance Fund, Veterans' Insurance Account, Consolidated Revenue Fund; cash surrender of a policy; statistics and statements; insurance contract; payment withheld for minor beneficiaries in trust fund.

VAC-80

Special Program Benefits

Description: Information on a wide range of special benefit programs for veterans, their dependants and other specified persons. *Topics:* Estate management - policy, reports, audits; veterans' business and professional loans; Canadian Red Cross Arts and Crafts Program; pensioners' training; Last Post Fund - liaison, accounting and audits; Grants to the Canadian Hearing Society, Canadian Paraplegic Association and the Canadian National Institute for the Blind for specialized services; Grant to the Royal Canadian Legion; Grant to the Canadian Veterans' Association of the United Kingdom; assistance to needy Canadian veterans overseas; re-establishment credits, war service gratuities and rehabilitation allowances.

VAC-90

Educational Assistance for Children of the War Dead

Description: Information on the provision of educational assistance to children of deceased members of the Armed Forces and other persons

whose deaths have been attributed to military service. *Topics:* Rates; adjustments; legal opinions, precedents, etc.; eligibility of educational institutions; liaison with Ontario Department of University Affairs; statistics; payment of tuition fees.

VAC-100

Funds

Description: Information on the funds available to veterans and their dependants to relieve financial distress. *Topics:* Guardianship of veterans' property; donated trust funds - signing authorities, trustees, policy (by name of trust fund); Disablement Fund; Army Benevolent Fund - reports, interest rates, appointment of members, grants; Navy and Air Force Benevolent Funds; Prisoner of War (Far East Trust Fund).

VAC-110

Funerals and Burials

Description: Information on the provision of financial assistance toward funeral and burial expenses for eligible veterans, and a departmental grave marker where requested. *Topics:* Statistics on deaths and burials; funeral rates; grave markers.

VAC-120

Memorials and Cemeteries

Description: Information on the maintenance of graves, grave markers, cemeteries and memorials in conjunction with the Commonwealth War Graves Commission. *Topics:* Commonwealth War Graves Commission, Canadian Agency, Canada's share of expenses; specific memorials, by name of memorial; caretakers and guides; specific graves and cemeteries, by name of cemetery or city; grave markers; maintenance of National Defence peacetime service personnel graves.

VAC-130

Vetcraft

Description: Information on the operation of two Vetcraft Shops which manufacture remembrance symbols such as poppies, wreaths, crosses and floral spray for the Royal Canadian Legion. *Topics:* Production reports, costs, prices; inventory; wreaths; raw materials; financial statements; Montreal and Toronto operations; remission of sales tax; contract with the Royal Canadian Legion; status and salary of Vetcraft workers.

VAC-140

Treatment

Description: Information on the provision of medical and surgical treatment, prosthetic and other appliances and domiciliary care to eligible veterans and other qualified persons at departmental institutions and contract hospitals, and through local health facilities, by the doctor, hospital, pharmacist and prosthetist of the patient's choice. *Topics:* Entitlement and eligibility; examinations; ambulance service; active, acute, chronic and domiciliary care; doctor of choice; hospital insurance and medical care insurance, by province; treatment of National Defence and Royal Canadian Mounted Police personnel, and other authorized personnel; agreements with foreign countries; treatment while imprisoned; agreements with provinces for the treatment of mental disease and tuberculosis; allowances - treatment, inpatient and out-patient, travel and housekeeping, comfort, clothing; compensation for lost earnings; prosthetics and other appliances, by type of appliance; prosthetist and orthotist of choice; eyeglasses and other optical aids, optometrist associations (by province); hearing aids; prescription drugs, agreements with pharmacy associations, Blue Cross; liaison with veterans' organizations; treatment statistics; Program Medical Advisors, Regional Medical Officers, Senior Treatment Medical Officers, Senior Treatment Medical Officers; community health services (facilities); geriatrics and care to the aged; quality of

Veterans Affairs

care; multi-disciplinary health care team; liaison with hospitals; chaplain services.

VAC-150

Dental Services

Description: Information, held by the Departmental Dental Advisor, on dental treatment for eligible persons in clinics operated by the Department or by a dentist of choice. *Topics:* Policy and guidelines; treatment of veterans, Royal Canadian Mounted Police and other authorized persons, veterans living outside of Canada; dentist and denture therapist of choice plan; training - dental nurses, technicians, postgraduate; dental research, studies, surveys; dental facilities, equipment; liaison with dental associations, universities, other government departments; dental hygiene; fees; inspections; statistics; bulletins.

VAC-160

War Veterans' Allowance, Civilian War Allowance and the Assistance Fund

Description: Information on the provision of allowances for persons who meet service eligibility requirements and who because of age or incapacity are unable to work and have insufficient income for maintenance as determined by a modified income test; and the Assistance Fund. *Topics:* Economic Support Benefits; eligibility, age, health; additional allowance to recipients with dependant children; adjudication, Veterans' Allowance District Authorities; rate of allowance; other income; payments and overpayments; advance assistance or welfare payments; appeals; special awards on the death of a veteran, spouse, child; projects; allowances to widows and orphans.

Veterans' Land Administration

This Branch administers the Veterans' Land Act by establishing the eligibility of veterans for financial assistance; appraising and acquiring property; improving existing or constructing new buildings; entering into agreements of sale; granting of easements, gas and oil leases and rights-of-way; monitoring the adherence of veterans to their contractual obligations; counseling veterans in farm and property management; and assisting veterans, their heirs, devisees and personal representatives in acquiring title to the property.

VAC-170

Veterans' Land Administration

Description: General information on the operation of the Veterans' Land Administration. *Topics:* History of veterans' land legislation; natural disasters; terms of agreement; absentee veterans; Committee on Demobilization and Rehabilitation; projects related to the Magdalen Islands, Newfoundland and Labrador Home Repair Program and other special projects; property rights of a veteran's spouse; deceased veterans and devolution of estates; liens and other encumbrances while title to property is held by the Director.

VAC-180

Eligibility and Qualification

Description: Information on eligibility to apply for benefits under the Veterans' Land Act, certificates of qualification and their cancellation, termination date for acceptance of loan applications. *Topics:* Eligibility - all categories of veterans, persons formally under Soldiers' Settlement, Policy Veterans, recipients of War Veterans' Allowance, aged veterans, dual service, medical fitness, re-establishment credits, duplication of benefits, Veterans' Business and Professional Loans Act, Canadian Army Special Force, Fire Fighters, Ferry Command, Merchant Marine, members of His Majesty's Forces other than Canadian, Allied Forces, Special Duties Personnel, Regular

Forces, Interim Force, native veterans, National Resources Mobilization Act personnel; certificates of qualification; termination date for acceptance of loan applications.

VAC-190

Loans and Grants

Description: Information on lending policies, the administration of loans and grants to veterans, and Provincial and private housing loan programs. *Topics:* Lending policy; loan termination; deadline for additional loans; interest rates; maximum loans; supplementary loans; repayment terms and procedures; conditional grants; preparation of agreements; crop share agreements; loans for full-time farming, fishing, fur farming; co-operative farming; displaced persons' land settlement; small family farm and off-farm enterprises such as tourist trade; provincial and private housing loan programs (by province or of lender); mortgages in escrow.

VAC-200

Debt-Free Settlement on Crown or Provincial Lands

Description: Information on debt-free settlement and non-repayable conditional grants for the establishment of veterans on provincial lands and similar grants to Indian veterans settling on Indian Reserve Lands. *Topics:* Establishment of veterans on provincial and federal Crown lands; debt-free settlement agreements with provinces (by province); reservation of land in the Yukon and Northwest Territories; tax areas on federal Crown lands; National Parks; agreements of sale; non-repayable grants; additional farm credits; grants to Indian veterans for establishment within Indian Reserves; Metis veterans; land clearing and breaking and other permanent improvements.

VAC-210

Acquisition, Sale or Disposition of Lands and Other Property

Description: Information on the purchase or acquisition by the Director of lands or other property for the settlement of veterans and the sale or disposition of all or parts of land or other property being sold to veterans under agreement. *Topics:* Acquisitions - Soldier Settlement Board properties; Japanese lands; suggested settlement areas; land purchases; land costs; statements of property purchased; co-ordination of federal interest in land acquisition and use; surveys; sale and disposition - partial, surplus lands; refunds of surplus; release of securities; sale of livestock and equipment; continued and second establishments; leasing and renting pending sale; real estate commission; civilian purchase; unauthorized disposition of securities; expropriations.

VAC-220

Conveyances and Other Title Transactions

Description: Information on the preparation and replacement of transfers of titles, deeds and other title documents which have to do with the disposition of real estate or property. *Topics:* Delays; outstanding title cases; lost certificates of title; amendments; deeds in escrow; replacement deeds; agreements for sale; title searches; declaration of possession; joint tenancy; assignment of civilian or veteran agreements of sale; trespass and encroachment; surveys; administration fees; legal fees and disbursements; execution of documents by the Director; restrictive covenants and titles.

VAC-230

Special Housing Assistance for Veterans

Description: Correspondence on joint Veterans Affairs Canada and Canada Mortgage and Housing Corporation programs (ended March 1980) which were extended to assist veterans on low or modest incomes to acquire housing accommodation. *Topics:* Eligibility; requests for information; low rental housing - projects; co-operation and liaison with Canada Mortgage and Housing Corporation; statistical summaries; extension of benefits; applications for assistance.

VAC-240

Home Construction Assistance

Description: Information on loans under the National Housing Act to an eligible veteran for the construction by him of a single family home on suitable land and the provision of financial, technical and other assistance to that veteran. *Topics:* Construction financing; inspections; directives; course; contracts; building standards; housing for handicapped and aging veterans; sales taxes; deferred construction; lagging contracts; construction reports; recovery from contractors; hydro; interest rates; liaison with Central Mortgage and Housing Corporation; service eligibility plans.

VAC-250

Part-Time Farming (Small Holding)

Description: Information on the purchase or construction of homes for veterans on part-time farms (small holdings) where the major source of income comes from a non-farming enterprise. *Topics:* Qualification; minimum size requirements; mobile houses and condominium units; subdivision projects (by province); landscaping; summary of vacant land units; sewage and water systems; unsold properties; urban areas; change from part-time farm (small holdings) status to full-time farms or vice versa; monthly statements; municipal grants; tax concessions; drainage; irrigation.

VAC-260

Appraisals and Services for Other Departments

Description: Information on real estate appraisals for the Veterans Land Administration and real estate appraisals and services provided for other departments and agencies. *Topics:* Schedule of appraisal fees; appraisals for other departments and agencies; tendering; licences; collection of fees; management of National Defence installations leased to the public for agricultural purposes; Indian economic development program; off-reserve housing program; real estate data bank project.

VAC-270

Taxes

Description: Information on taxes as they affect veterans settled under provisions of the Veterans' Land Act and provision of advice to veterans on tax implications. *Topics:* Taxes on Crown-owned property; grants in lieu of taxes; payment of taxes; sales tax rebate instructions; Gift Tax; surface and mineral leases and taxable income; Capital Gains Tax; tax sale procedures; tax limitation agreements; mortgage interest tax credit plans; provincial tax rebates; Land Transfer Tax; Land Speculation Tax; real property tax deferment.

VAC-280

Easements, Servitudes and Right-of-Way

Description: Information on the granting of easements, servitudes and rights-of-way on properties whose title is held by the Director, Veterans Land Act. *Topics:* Easements - policies, hydro, oil and gas, telephone, railway and road; servitudes and rights-of-way; Waterfowl Habitat Conservation Program; provincial woodland improvement programs; individual company easement files.

VAC-290

Mines, Minerals and Surface Rights

Description: Information on mines, minerals and surface rights on lands on which veterans are settled and to which the Director holds title, or lands on which veterans had previously been settled. *Topics:* Mines and minerals - acquisition of titles by the Director; surface and sub-surface rights; provincial legislation; titles to half of mineral rights; lease disputes; native claims; sale of timber; sale of gravel.

VAC-300

Agriculture, Farm Development and Operation

Description: Information on counselling, training courses, advisory and supervision services on farm management operations for veterans. *Topics:* Farm management; training courses; farm equipment; farm management studies; farm accounting methods; farm building models; supervision and advice; requests for information; bull loaning policy; disease testing in animals; crops and crop conditions; Prairie Grain Advance Payments Regulations; production line farming; Farm Credit Study Committee; family farm operation; statistics.

VAC-310

Rescission and Resale

Description: Information on rescissions, voluntary or involuntary, on contract agreements administered by the Director, Veterans' Land Act and sale of reverted properties. *Topics:* Rescission of contract agreements; policy and procedures; quit claim deed; disposition of surplus; tax adjustments; reinstatement of account; unsold reverted properties; provincial advisory board; evictions; repossession and sale of chattels; submissions to the Privy Council.

VAC-320

Insurance

Description: Insurance - group life, fire, liability and general policies to protect the veteran's and the public equity in the property. *Topics:* Mortgage clause; liaison with insurance companies; Group Life Insurance Plan; Fire Insurance Fund; summary of application; fire loss recovery procedure; disposition of insurance recoveries; payment of taxes from insurance recoveries; recovery from tempest damage; liability insurance; chattel insurance.

Canadian Pension Commission

The Commission adjudicates under the Pension Act on claims for disability or death related to military service. The Commission also adjudicates on claims for death or disability under the Civilian War Pensions and Allowances Act and the Compensation for Former Prisoners of War Act. As well, the Commission adjudicates on pension claims under various other measures such as the Royal Canadian Mounted Police Act, the Flying Accidents Compensation Regulations and the Halifax Relief Commission Pension Continuation Act. The Commission also has the responsibility to authorize and pay monetary grants for certain gallantry awards and from certain trust funds.

Manual

- Guide for counsellors

CPC-10

Canadian Pension Commission

Description: Information on the Canadian Pension Commission in general, the procedures for application for an award and the determination of entitlement. *Topics:* Duties and powers of the Chairman and the Commission; types of appointments; trust funds; gallantry awards; procedure for application and entitlement for pension; procedure for subsequent applications; procedure for subsequent hearings - assessment and entitlement board; benefit of doubt; pensioners living outside Canada; reparation claims; liaison on pension matters with National Defence, External Affairs Canada and certain countries; liaison with veterans organizations and other organizations (e.g. the Canadian National Institute for the Blind).

CPC-20 Pensions

Description: Information on pensions for disabilities or death incurred during World War I, World War II, Peacetime Service, service in a Special Duty Area, service in a theatre of operations, Reserve Force service or Special Force service. *Topics:* Eligibility (nature of service); disabilities for which pension awarded (by name of disability); injuries, disease, etc. deemed to have arisen out of military service; consequential disability, payments - initial, cessation, unclaimed, final; medical condition on enlistment; documentary evidence; improper conduct; rates - Schedules A and B; recoverable compensation; imprisonment; misrepresentation, fraud, etc. (penalties); income tax; prisoners of war, evaders, escapees; compassionate awards (meritorious); other income; statistics on applications and decisions for disability pension (EDP data).

CPC-30 Pensions for Death

Description: Information on pension awards to widows and other dependants of a deceased pensioner. *Topics:* Pensions to widows; definition of widow; proportionate pensions to widows; marital status; entitlement for pension after death of veteran; review of assessment after death; pensions for other dependants (parents, brothers, sisters); date from which pension payable; cancellations and discontinuances; restoration of pension; one pension only; apportionment of pension; Dominion Succession Duty Act; Estates Tax; Schedule B rate.

CPC-40 Pensions for Disabilities

Description: Information on the assessment and payment of compensation for pensionable disabilities. *Topics:* Extent of disability; tuberculosis; paired organ or limb; medical examination; restoration of pension; date pension payable; administered pensions; payment of pension to others; sickness and burial expenses; allowances - attendance, clothing and exceptional incapacity; refusal to undergo medical or surgical treatment; table of disabilities.

CPC-50 Supplementary Pensions

Description: Information on provisions for supplementary pension to certain members of the Allied Forces. *Topics:* Qualification; benefits extended; Newfoundland domicile; maximum award from other country; South African War pensions - widows; Northwest Rebellion pensions; co-operation and liaison with other countries.

CPC-60 Children's Benefits

Description: Information on pensions and allowances for children of pensioners. *Topics:* Age limit; extensions - physical or mental infirmity, educational; marriage of child; adopted and foster children; payment of child's pension; children of deceased pensioners; proportionate pension for child; additional pension continued in certain circumstances.

CPC-70 Civilian Pensions and Allowances

Description: Information on civilian pensions and allowances attributable to service during World War II in certain organizations or types of employment closely associated with the armed forces and the adjudication of pension claims for civilians under various other measures. *Topics:* Civilian War Pensions and Allowances; merchant seamen and dependants; saltwater fishermen; the vessel S.S. Silver Star Park; Rescue Tug Service; Corps of Canadian Fire Fighters; civil defence workers; auxiliary services (by name); Royal Canadian Mounted Police - Special Constable Guards; Transport Command-Royal Air Force; miscellaneous air services; Red Cross workers in the

Far East; Voluntary Aid Detachment; Defence Research Board; Defence Compensation Regulations; flying accidents; special operators; civilian employees of the Government of Canada; penitentiary inmates' accident compensation; Halifax Relief Commission; Special Indemnity Plan for Spouses of Canadian Forces Attaches.

Bureau of Pensions Advocates

The Bureau provides a free legal counselling and representation service to all applicants seeking benefits under the Pension Act and related statutes and orders, and assistance and representation at all levels of adjudication before the Canadian Pension Commission. This service includes representation as counsel before Entitlement and Assessment Boards and the Pension Review Board.

BPA-10 Bureau of Pension Advocates Canada

Description: Information on pension adjudication and veterans organizations. *Topics:* Consultations with the Canadian Pension Commission on pension applications and appeals and with the Pension Review Board on pension appeals; liaison with veterans organizations; liaison with the Department of Justice Canada and the Federal Court of Appeal; client representation in cases of adverse interest.

BPA-20 Reference, Research and Precedents

Description: Information on pension eligibility based on various medical conditions or military service, including precedents. *Topics:* Medical correspondence (by year); Medical Retrieval System; medical conditions; military service; computer records of applications and appeals, by medical condition; copies of precedents (by year).

Pension Review Board

The Board is the final appeal body for matters concerning the Pension Act, and is an independent appeal tribunal which interprets the Act. It has the authority to determine any questions of law or fact as to whether a veteran is entitled to an award under the Act and the amount of any such award.

PRB-10 Pension Review Board Canada

Description: Information on the adjudicating process of the Board; appeals of Canadian Pension Commission decisions; and interpretations of the Pension Act. *Topics:* Hearings; rules of procedure; liaison with veteran organizations; interpretations of the Pension Act (by section); procedures for rescinding or amending Board decisions; appointment of Chairman and Members; statistics.

War Veterans Allowance Board

The Board advises the Minister on the Regulations, acts as a court of appeal for aggrieved applicants and recipients, adjudicates pursuant to specific sections of the War Veterans Allowance and Civilian War Pensions and Allowances Acts and Regulations where the Board has sole jurisdiction, reviews decisions of district authorities to ensure a consistent and uniform application of the legislation throughout the country, and interprets the War Veterans Allowance and Civilian War Pensions and Allowances Acts and Regulations.

Veterans Affairs

WVAB-10

War Veterans Allowance Board Canada

Description: Information on the provision of allowances, external factors affecting these allowances, interpretation of legislation and pertinent research material. *Topics:* Role of the Board; liaison with veterans associations; board decision format; statistics; appeals; interpretation procedures, legal opinions, etc.; overpayments; payments to persons other than recipients, trust funds and administered accounts; allowance rates and adjustments; retroactive payments; hold action on accounts pending review; Special Joint Committee on rates and ceilings (1973); exempt income, other income and self-employment income; research papers and recommendations; assistance fund.

WVAB-20

Entitlement

Description: Information on the adjudication of allowances for persons (including spouses), on matters such as service eligibility, age and medical status and civil and domestic status. *Topics:* Eligibility - service (by country of service); eligibility - civilians (by type and place of service); residency requirements; deserters and absentees; enemy forces; special awards - death of veteran, spouse or child; age and medical status; civil and domestic status; effective date of award; veteran's allowance year; dependant or orphan status, suspensions and cancellation; dual service.

Background

In 1868, a federal penal system was created under federal jurisdiction for the establishment, maintenance and management of penitentiaries for offenders sentenced to two years or more. At that time, parole did not exist, leisure time was spent in solitary confinement and a rule of silence was the standard bill of fare for all inmates from the day of incarceration until the day of release.

In 1977, radical changes were brought about with the amalgamation of the Canadian Penitentiary Service and the National Parole Service, which resulted in the formation of the Correctional Service of Canada (CSC). The Service, as it stands today, provides programs for offenders from pre-admission until the expiration of their sentence. It operates on the basis that the offender must be viewed from physical, emotional and cultural aspects. Such considerations make for a more compassionate environment for the offender within the institutional setting.

Laws and Regulations

The CSC mandate is to administer sentences imposed by the courts and prepare offenders for their return to society as responsible citizens. Authorization for this mandate is given by the Penitentiary Act. Related federal legislation includes the Parole Act, Prison and Reformatories Act, Federal Corrections Act, Criminal Records Act, Criminal Law Amendments Act, The Criminal Code and the Young Offenders Act. These, along with treaties, agreements and contracts with other components of the criminal justice system, provide the framework within which CSC operates. The Service works particularly close with the National Parole Board and various law enforcement agencies as well as with provincial correctional, educational and health-care agencies.

Organization and Overall Responsibilities

CSC has three levels of management: a National Headquarters, five Regional Headquarters and 140 institutions. In keeping with the management principle of centralized policy and decentralized administration, the headquarters plan, develop, evaluate and control policies while the facilities implement them, taking into account the region's varying environments, offender populations and resources.

Overall control is exercised by the Commissioner and CSC's Senior Management Committee, comprising the Commissioner, the Senior Deputy Commissioner, the Heads of eight Branches and five Regional Deputy Commissioners. Line management is exercised by the Commissioner, the Regional Deputy Commissioners and the facility Heads, while functional direction is provided via the Branch Heads.

Administration

Administrative and staff support is provided by the following Branches: Policy, Planning and Administration, which provides financial, personnel, directives management and administrative services, and functions as a management control tool; Technical Services, which holds the responsibility for buildings, properties and accommodation as well as equipment and supplies; Communications, which handles media and public relations, correspondence and Parliamentary relations; and Inspector General, which is responsible for the audit and review of all areas of the Service, special inquiries and projects requested by the Commissioner of Corrections and the CSC accreditation program.

Programs

The administration of sentences and preparation of federal offenders for useful re-entry to society involves four major programs which correspond to CSC's four operational Branches: Security, Offender Programs, Medical and Health Care Services and Inmate Employment.

The Security Branch is responsible for the functional direction and control of CSC security operations.

The Offender Programs Branch is responsible for the functional direction and control of Case Management, which provides coordinated management and administration of the offender's entire sentence, ensures that offenders receive maximum benefit from all available rehabilitative opportunities, maintains assessments on all federal offenders, and makes recommendations to the National Parole Board for conditional release through full and day parole; Social and Community Programs, which provide offenders with the opportunity for social, emotional, physical and personal development and promotes effective working relationships and administration of policies or the use of private sector agencies; Chaplaincy, which encourages offenders to develop the spiritual dimension of their lives; and Inmate Affairs, which ensures that offenders are treated fairly and humanely and are accorded rights outlined in international covenants and the United Nations Standard Minimum Rules for the Treatment of Prisoners.

The Medical and Health Care Services Branch exercises functional direction and control over all medical and health care services provided to offenders.

Inmate Employment Branch asserts functional direction and control of offender education and training as well as work opportunities.

Organization of CSC Records

CSC records are broken down into three different categories: subject records, offender records and staff records.

Subject records are organized by main or primary subjects which in turn are broken down into secondary subjects, and where warranted tertiary subjects. Although the subject records are organized according to the departmental records classification system, various branches maintain a substantial number of records that have not been incorporated into this system.

Offender records are broken down into five banks. The Inmate Documentation and Records Information System Bank (IDRIS) contains information on the offender's family, educational, social and criminal background; past, present and future program involvement and progress; medical and psychological summaries; remission and sentence calculation; preparation for and performance while on mandatory supervision, day parole, full parole and temporary absence; transfers, grievances, discipline and privileges.

The Offender Administration Bank may contain information provided under expressed or implied confidentiality on the offender's conduct, discipline and privileges; visits and correspondence; dissociation routine police reports, community investigations and information of general investigative nature; personal history and educational background; plans, activities and progress, particularly with regard to transfers, remission, preparation for release and performance while in the community.

The Housekeeping Bank contains information on an incarcerated

Correctional Service of Canada

offender's participation in CSC programs and services, and on employment matters specifically. It also contains information on the offender's requests for and participation in services and programs.

The Offender Health Care Record is segregated into four dockets: medical and surgical; dental; psychiatric; and psychological. These contain health care histories, test results and interpretations, X-rays, treatment provided and related information.

The Security Bank contains incident reports, police intelligence reports, criminal profiles, modus operandi and any other data related to incidents. Also included is information on offenders, staff and external groups who provide information on or are involved or implicated in the incidents.

Please note that CSC's Management of Recorded Information Program is under review and may be subject to changes.

Access Procedures

If you wish to make a formal access request under the Access to Information Act, please specify the location of the records you seek, and submit a formal access request form to:

Access to Information and Privacy Co-ordinator
Correctional Service Canada
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P9
Telephone: (613) 995-3689

You may also contact the Regional Deputy Commissioners at:

Regional Headquarters - Atlantic

Correctional Service Canada
1222 Main Street
Terminal Plaza, 2nd Floor
Moncton, New Brunswick
H1C 1H6

Regional Headquarters - Quebec

Correctional Service Canada
3 Place Laval, 2nd Floor
Laval, Quebec
H7N 1A2

Regional Headquarters - Ontario

Correctional Service Canada
P.O. Box 1174
440 King Street West
Kingston, Ontario
K7L 4Y8

Regional Headquarters - Prairies

Correctional Service Canada
2002 Quebec Avenue
P.O. Box 9223
Saskatoon, Saskatchewan
S7K 3X5

Regional Headquarters - Pacific

Correctional Service Canada
P.O. Box 4500

32315 South Fraser Way
Abbotsford, British Columbia
V2T 4M8

In general, information on CSC-wide programs and policies is best obtained by specifying Ottawa on the access request form; for greater detail please specify the regional headquarters or facility of interest. A list of facilities follows.

Atlantic Region

Dorchester Penitentiary
Shulie Lake Institution
Springhill Institution
Westmorland Institution
Carlton Centre
Paratown Centre
Truro Parole District Office
Bathurst Parole Office
Charlottetown Parole Office
Corner Brook Parole Office
Fredericton Parole Office
Grand Falls Parole Office
Halifax Parole Office
Kentville Parole Office
Moncton Parole Office
Saint John (N.B.) Parole Office
St. John's (Nfld.) Parole Office
Sydney Parole Office

Quebec Region

Correctional Staff College
Archambault Institution
Correctional Development Centre
Cowansville Institution
Federal Training Centre
La Macaza Institution
Laval Institution
Leclerc Institution
Montée Saint-François Institution
Regional Reception Centre
Sainte-Anne-des-Plaines Institution
Benoit IV Centre
Hochelaga Centre
Martineau Centre
Ogilvy Centre
Pie IX Centre
Sherbrooke Centre
Eastern Quebec Parole District Office
Montreal-Metropolitan Parole District Office
Western Quebec Parole District Office
Chicoutimi Parole Office
Duverney Parole Office
Fabre Parole Office
Granby Parole Office
Hull Parole Office
Laurentides Parole Office
Montreal Acadie Parole Office
Montreal Centre-North Parole Office
Montreal Centre-South Parole Office
Montreal Langelier Parole Office
Montreal Longueuil Parole Office
Montreal West Parole Office
Quebec Parole Office
Rimouski Parole Office
Rouyn Noranda Parole Office
Sainte-Thérèse Parole Office
Trois-Rivières Parole Office

Ontario Region

Correctional Staff College
Regional Psychiatric Centre
Regional Supply Centre
Beaver Creek Correctional Camp
Collins Bay Institution
Frontenac Institution
Joyceville Institution
Kingston Penitentiary
Millhaven Institution
Pittsburgh Institution
Prison for Women
Warkworth Institution
Keele Centre
Montgomery Centre
Central Ontario Parole District Office
Eastern Ontario Parole District Office
Western Ontario Parole District Office
Barrie Parole Office
Belleville Parole Office
Brampton Parole Office
Brantford Parole Office
Chatham Parole Office
Etobicoke Parole Office
Guelph Parole Office
Hamilton Parole Office
Kingston Parole Office
London Parole Office
Niagara Falls Parole Office
Oshawa Parole Office
Ottawa Parole Office
Peterborough Parole Office
Sault Sainte Marie Parole Office
Scarborough Parole Office
Sudbury Parole Office
Timmins Parole Office
Toronto York Parole Office
Windsor Parole Office

Prairies Region

Correctional Staff College
Regional Psychiatric Centre
Bowden Institution
Drumheller Institution
Edmonton Institution
Rockwood Institution
Saskatchewan Farm Institution
Saskatchewan Penitentiary
Stony Mountain Institution
Altadore Centre
Grierson Centre
Osborne Centre
Oskana Centre
Portal House
Calgary Parole District Office
Edmonton Parole District Office
Regina Parole District Office
Winnipeg Parole District Office
Brandon Parole Office
Kenora Parole Office
Lethbridge Parole Office
Prince Albert Parole Office
Red Deer Parole Office
Saskatoon Parole Office
Thompson Parole Office
Thunder Bay Parole Office
Yellowknife Parole Office

Pacific Region

Correctional Staff College
Regional Psychiatric Centre
Elbow Lake Institution
Ferndale Institution
Kent Institution
Matsqui Institution
Mission Institution
Mountain Institution
William Head Institution
Matsqui Trallors Day Parole Centre
Pandora Centre
Robson Centre
Abbotsford Parole Office
Chilliwack Parole Office
Kamloops Parole Office
Prince George Parole Office
Terrace Parole Office
Vancouver Parole Office
Vernon Parole Office
Victoria Parole Office
Whitehorse Parole Office

Abbreviations

The following is a list of abbreviated titles, along with their meaning used throughout this Register entry:

CAC Citizen Advisory Committee
CAP Career Assignment Program
CCC Community Correctional Centre
CER Correctional Related Employment Services
CRC Community Residential Centre
CSC The Correctional Service of Canada
CX Correctional (Security) Officer
LU Living Unit (Officer)
NPB National Parole Board
PARC Public Archives Records Centre
PSC Public Service Commission
TBC Treasury Board of Canada
UN United Nations

Policy, Planning and Administration Branch

The Branch provides personnel, finance and administration services which are common to all government departments. Details on the classes of records held by such administrative units may be found elsewhere in this Register.

Manuals

- Commissioner's Directives
- Divisional Instructions

Communications Branch

The responsibilities of the Branch are to promote understanding of the objectives, roles, policies and activities of the Correctional Service of Canada (CSC) through effective internal and external communication; to project an accurate and positive image of the CSC; to develop an awareness of impending events and appropriate strategies and communications skills in support of all CSC activities; to promote relationships with criminal justice related agencies and volunteers.

Correctional Service of Canada

and to gain public support for the generally recognized goals of corrections.

Classes of Records

CSC-10

Correspondence Management

Description: Information on policy and procedures in the handling of correspondence. *Topics:* Correspondence Management - channels of communication, preparation of Treasury Board submissions and ministerial correspondence; signing authorities other than financial, processing of Commissioner's and Senior Deputy Commissioner's mail, inmate and anonymous correspondence; Parliamentary matters - questions asked in the House of Commons, Minister's House book, ministerial inquiries, employment inquiries, liaison with Minister, Cabinet submissions, Minister's issues book and Personnel Branch input.

CSC-20

Information Services

Description: Information on the administration of public affairs and relations. *Topics:* Address, mailing and distribution lists; biographies - media relations, press clippings, press releases, photographs, radio and television broadcasts, slides and films, corpus, administrative index, list of coming events; advertising - newspapers, magazines, periodicals, radio and televisions; articles, bulletins, guides, manuscripts - articles and manuscripts for publication, bulletins, guides, newsletters; COMREP, exhibitions and fairs - displays and models; lectures and lecturers - Solicitor General, CSC personnel, officials of other government departments and agencies, Speakers Bureau.

CSC-30

Books and Publications

Description: Information on the management of books and publications, including the printing, binding, editing, compilation, sale and distribution. *Topics:* Books and publications - printing and binding, editing, sale and distribution, requests for publications; individual - discussion, compilation, printing, distribution: Let's Talk, prison newspapers, Public Affairs Courier; Social Developer, Monday Morning Highlights, Inside-Outside, Telecom, Intercom.

CSC-40

Inquiries

Description: Inquiries - interview officials, inmates, ex-inmates; on persons thought to be inmates; on persons awaiting transfer to an institution.

Technical Services Branch

The Branch maintains functional direction and control over material management, food services, institutional services, engineering, architecture and properties and general technical services.

Classes of Records

CSC-50

Technical Services

Description: Information on the management of technical services, including major construction projects and the provision of electronic and telecommunication services. *Topics:* Construction - codes and regulations; contracts - projects, individual contracts, design change

requests; institutional performance specifications - educational facilities; programs - accelerated construction program, capital projects authorization and implementation system.

CSC-60

Electronics and Telecommunications

Description: Information on the provision of electronics and telecommunications services. *Topics:* Communications - Government Telecommunications Agency (GTA), call code cards, intercom and public address, automated office communications; radio and television - control radio, inmate radio and TV (departmental and personal), two-way radio; telephone - directories, emergency directories, installations and relocations, commercial and departmental telephone system, long distance, intercity direct lines, conference telephone; teletype and Telex - facsimile, telegraphs.

CSC-70

Electronics and Telecommunications - Security

Description: Information on the acquisition and installation of security electronics equipment. *Topics:* Integrated Communication and Control System - subsystems, acceptance test procedures, standard operation procedures (SOP), main communication and control posts (MCCPs); institutional detection and alarm call systems - closed circuit television, CCTV switching logic, fire-smoke alarm, nurse call system, intrusion detection, STELLER system; electric-field fencing, Digital Automatic Video Intrusion Detection (DAVID), personal portable alarm, panic alarm, inmate cell call; technical surveillance - counter-technical intrusion inspection.

CSC-80

Facilities Planning

Description: Public awareness program, 5-year construction program, accommodation program 1980-90, chapel, community release centres, female accommodation health care centres, maximum, medium and minimum security, psychiatric centres, reception centres, special handling units, work shops; accommodation standards - building program element, executive summary; construction systems and materials - materials, plumbing, heating, ventilation, water supply, sewage and garbage disposal system and equipment, kitchen planning and equipment, cell design and furnishing; security control systems - electric locking, manual locking and communication systems, security windows, screens, grills and barriers, perimeter security system.

Engineering, Architecture and Properties Division

The Division is responsible for the maintenance and protection of lands and buildings, supervision of minor construction projects and provision of utilities.

Classes of Records

CSC-90

Engineering, Architecture and Properties

Description: Information on buildings and properties; accounting and inventories; real property, including acquisition and disposal; and the environmental protection program. *Topics:* Buildings and properties - signage program, heritage buildings and properties, photographs; accounting and inventories - Central Real Property Inventory, site plans; acquisition of real property - leases, expropriation, mobile trailers, proposed new sites; disposal of real property - notification of excess Crown property, report of surplus lands and buildings; environmental protection program - air pollution, water pollution, noise control, environmental assessment and review process, clean-up program.

Correctional Service of Canada

CSC-100

Accommodation

Description: Information on all aspects of accommodation. *Topics:* Accommodation - offers of space, planning and requirements, office, staff colleges, staff housing, armouries, warehouses; recreation and training areas - baseball diamonds, handball and tennis courts, outdoor hockey arenas, shooting ranges, swimming pools; reports and statistics - cell accommodation reports, monthly project reports, departmental accommodation utilization reports, accommodation needs reports.

CSC-110

Buildings

Description: Information on building administration and upkeep. *Topics:* Buildings - floor directives, bulletin boards, etc., elevator services, use of facilities; alterations and repairs - requisition for services, Public Works Canada; damages; maintenance - hygiene and sanitation, painting program, spring and fall clean-up, preventive maintenance, roofs; maintenance standards.

CSC-120

Buildings - Fire Safety

Description: Information on all aspects of fire safety. *Topics:* Fire safety awards program and fire prevention week; fire investigation reports; fire protection agreements; fire protection engineering standards; fire tests; automatic sprinklers alarm system; fire loss analysis; Regional Fire Commissioners' inspection reports; Correctional Service Canada fire inspection reports.

CSC-130

Lands

Description: Information on the administration of lands. *Topics:* Lands - burial grounds and cemeteries, quarries, trespassing; concessions - easement, rights-of-way, cattle grazing privileges, lease-backs; development - site grading and leveling, farm land, reforestation; fencing, walls and towers; flood control; parking areas; roads, streets, sidewalks - snow removal.

CSC-140

Utilities

Description: Information on the provision of utilities. *Topics:* Utilities - refrigeration; conservation of energy - reports, solar energy, wood and waste products (bio-mass); electric power - electrical distribution system, emergency stand-by generators, floodlighting; garbage disposal - garbage dumps, incinerators; water and sewage - filtration and water treatment plant, plumbing systems, water mains, sewer and drains; water towers and reservoirs, wells.

CSC-150

Heating

Description: Information on the provision of heating utilities. *Topics:* Heating fuels - coal, diesel oil, fuel oil; natural gas; propane gas; wood; heating plants - boiler and furnace, performance monthly statements, boiler and pressure vessel inspection, boiler feed water treatment, boiler tune up retrofit program, buried piping and tunnels, heating plant equipment; heating ventilation and air conditioning - heat distribution system, monitoring and control systems, ventilation, building environment control.

CSC-160

Vehicles

Description: Information on the management and provision of government-owned vehicles. *Topics:* Fleet management information system; credit card system; license registration and insurance; maintenance and repairs; operating standards; recall notices; technical bulletins.

CSC-170

Vehicle Parking

Description: Information on vehicle parking - regulations, applications, permits.

Food Services Division

The Division provides meals for inmates and duty meals for staff.

Classes of Records

CSC-180

Food Services

Description: Information on the supply of foodstuffs and the administration of the food services program. *Topics:* Foods - canned goods, fruits and vegetables, meat, fish and poultry, dairy products (includes milk, butter, cheese and eggs); food service program - ration scale, menu sheets, messing, Christmas bags, special diets, free meals.

Material Management Division

The Division is responsible for the acquisition, storage and issue of equipment and materials for all activities in the institution.

Classes of Records

CSC-190

Material Management

Description: Information on the overall material management. *Topics:* Equipment and supplies - agreements and guarantees; accounting and inventories - boards of survey, overages and shortages, stock-taking; catalogues, manuals, price lists - office equipment and supplies, tool and equipment manual; disposal and surplus - condemnation, transfer of material to other government departments, write-offs; drawings and specifications - buildings, industrial drawings, etc.; Canadian Government Specifications Board.

CSC-200

Equipment

Description: Information on the acquisition of equipment. *Topics:* Equipment on loan; photographic equipment; farm equipment and machinery; kitchen equipment; laundry equipment; physical education and recreation; audio-visual; fire safety; electronic equipment inventory; boiler equipment; data processing equipment - computers, computer terminals; maintenance and repairs - office appliances, electronics equipment, electronics maintenance test equipment, preventive maintenance; microfilming equipment - printer-reader, film; office appliances - calculating machines, tape recorders, typewriters, photocopying equipment, word processors.

CSC-210

Health Care Equipment

Description: Information on the acquisition of health care equipment. *Topics:* Dental, optical, physiotherapy, first aid kits; hospital equipment - beds (other than cell, dormitory and household), X-ray, operating room; pharmaceutical - drugs, inspections by Health and Welfare Canada.

CSC-220

Institutional Services

Description: Information on the procurement services required by institutions. *Topics:* Clothing - officer clothing, inmate clothing (institutional), inmate clothing (discharge), report on stock of cloth for officers' uniforms; furniture and furnishings - kitchen smallware;

Correctional Service of Canada

cell and dormitory - beds and bedding, lighting fixtures, lockers, chairs, sofas, etc.; household - beds and bedding, chesterfields, chairs, sofas, etc.; office - filing cabinets and security shells, desks, tables and chairs, drapes and Venetian blinds, wall furnishings (pictures, plaques, etc.); clothing and accommodation - cell and dormitory accommodation, clothing.

CSC-230

Procurement

Description: Regulations, instructions and procedures relating to procurement. *Topics:* Procurement - purchasing and requisitioning procedures and methods, Supply and Services Canada customer manual, scale of issue, tender lists; contracts; local purchase orders; requisitions; standing offer agreements.

CSC-240

Supplies

Description: Information on the purchase of supplies. *Topics:* Badges, emblems, crests, flags, etc.; training aids; supplies; returnable containers; building materials - hardware and paint, lumber and plywood, electrical, plumbing and pipefitting; cleaning and personal hygiene supplies - institutional cleaning supplies, inmate hygiene supplies; forms; requisitions; heating and cooking fuels - coal, furnace or stove oil, gas; motor fuels - gasoline, diesel fuel, oil and lubricants, anti-freeze; shop supplies - cloth textiles, leather and bindings, hardware and paints, lumber and plywood, metals, welding supplies and chemicals; stationery.

Inspector General's Branch

This Branch is responsible to the Commissioner for the accreditation of institutions, certain administrative and security inquiries as well as the conduct of management, financial, staffing and classification audits.

Manuals

- Commissioner's Directives
- Divisional Instructions

Classes of Records

CSC-250

Inspector General

Description: Information on liaison with the Correctional Investigator, management of audits and management of the accreditation program. *Topics:* Correctional Investigator's inquiries; special projects; management review - regional check lists; financial audits - annual financial audit report, quarterly report on financial audits; classification audits; staffing audits - Public Service Commission of Canada audits, anomaly reports, questionnaire and analysis; correctional standards - commission on Accreditation for Corrections Inc. (US), institutions, parole offices, community correctional centres, regional psychiatric centres, health care centres; administrative inquiries.

Office of the Senior Deputy Commissioner

The Office is responsible to the Commissioner for the operations of the Correctional Service of Canada. It maintains functional direction and

control over the Inmate Employment, Offender Programs, Medical and Health Care Services, and the Security Branches.

Classes of Records

CSC-260

Operations

Description: Information on the operations of CSC in general. *Topics:* Youth services crime prevention; relocation of federal female offenders.

CSC-270

Administrative Inquiries

Description: Inquiries of a general administrative nature. (N.B.: For security inquiries, see the Security section; for special projects, see the Management Services section.) *Topics:* See Inspector General's Branch (CSC-250).

CSC-280

Penal and Correctional Inquiries

Description: Inquiries held to identify operational deficiencies in the Canadian Correctional System and to make recommendations for changes. *Topics:* Canadian Committee on Corrections - Mr. Justice Ouimet; Commission of Inquiry into the Non-medical use of Drugs; Correctional Planning Committee; Doukhobor problems; Fauteux Committee; Joint Committee of the Senate and House of Commons 1965; Justice and Legal Committee of the Senate and House; juvenile delinquents; Provost Commission on the Administration of Justice; Royal Commission on the Toronto Jail of Custodial Services; narcotics addiction; study of sexual and dangerous offenders.

CSC-290

Research

Description: Research in medical, psychiatric, psychological and socio-behavioral problems affecting CSC inmates and reports. *Topics:* Research Advisory Council; medical; psychiatric; psychological; nursing.

Inmate Employment Branch

The Branch is responsible for the functional direction and control of inmate employment activities, providing work, training and educational opportunities to inmates and enabling them to find employment upon release, while helping to defray CSC costs through the manufacture and sale of over \$7 million in goods. The functional direction covers 22 institutional schools, 28 work shops and 5 farms as well as forestry camps, construction and special projects. The Branch also maintains liaison with other federal departments, provincial educational and vocational agencies, non-profit organizations and private industry.

Manuals

- Commissioner's Directives
- Divisional Instructions

Classes of Records

CSC-300

Inmate Employment

Description: Information on general matters pertaining to the employment of inmates both within the institution and externally while

serving a sentence. *Topics:* Work assignments boards - grading; internal employment; external employment; ex-inmate enterprises.

Agri-business Division

The Division is responsible for the development, functional direction and evaluation of CSC agricultural activities employing inmates, i.e., the operation of five institutional farms (beef, pork, fish, poultry, vegetables, fruit and dairy products); canning, slaughtering and other food processing; distribution systems; and horticulture.

Classes of Records

CSC-310

Agriculture

Description: Information on the operation of CSC institutional farms, the management of animals, cannery operations and storage of fruits and vegetables, slaughter of cattle and the storage and distribution of meat. *Topics:* Agriculture - distribution of products, farm reports; animal husbandry - cattle, pigs, poultry, veterinary services; cannery operations; slaughterhouse.

Automated Document Processing Division

The Division is responsible for the development, functional direction and evaluation of CSC automated document processing activities employing inmates, e.g., data capture, microfilm, marketing.

Classes of Records

CSC-320

Automated Data Processing

Description: Information on automated data processing installations, customers and proposed customers and production reports. *Topics:* Automated data processing - data capture, microfilm, postal, word processing; customers; reports - data capture, microfilm.

Education and Training Division

This Division is responsible for the development, functional direction and evaluation of CSC education and vocational training services to inmates, i.e., operation of 22 institutional schools, provision of academic courses from literacy training to university degrees as well as vocational training; professional standards and accreditation; trades and work placement; and institutional libraries.

Classes of Records

CSC-330

Education and Training

Description: General information on programs designed to improve the inmates' occupational skills. *Topics:* Academic and vocational training contracts; continuing professional education for education and training staff; teachers; educational testing - academic and vocational; development plan - education and training study; standards.

CSC-340

Academic Training

Description: Information on schools, university training, extramural courses, etc. *Topics:* Correspondence courses; special education; Haldon reading scheme; university degree program; computer assisted learning; Native studies.

CSC-350

Provincial Liaison and Accreditation

Description: Information on liaison with provincial governments or accreditation and issue of trades certificates, work placement, etc.

CSC-360

Institutional Library Service

Description: Information on the administration of institutional library services.

CSC-370

Vocational Training

Description: Information on commercial training, manufacturing trades, small business courses, etc. *Topics:* Commercial courses; apprenticeship and training; pre-employment training; horticultural training; computer technology and data processing; cooking and hospitality occupations.

Industries Division

The Division is responsible for the development, functional direction and evaluation of CSC's industrial activities employing inmates, i.e., the operation of 28 industrial workshops, providing work and training opportunities for inmates while manufacturing goods for CSC institutions, individuals, government and non-profit organizations; product development; production management and quality control; finance; marketing.

Manuals

- Industries Operations Manual
- CORCAN Code Book

Classes of Records

CSC-380

Industries

Description: General information on industrial operations.

CSC-390

Marketing

Description: Information on the development of markets and products. *Topics:* Marketing; market development - cataloguing of products, development and distribution of literature, after-sales service, non-customer complaints, product promotion-showroom, product coding, promotional aids; product development - product costing, price change requests, drawings and specifications, packaging, safety, identification; Correctional Service Canada products; furnishings; maintenance equipment; modular housing; Post Office equipment; recreation and sports equipment; services; specialized equipment; storage and packaging of products; aids for the handicapped.

CSC-400

Sales

Description: Information on the sale of products. *Topics:* Marketing sales; product samples; authorized individuals; federal departments and agencies; municipal governments; non-profit organizations; provincial departments and agencies; religious organizations; schools.

CSC-410

Production Program

Description: Information on manufacturing, inventory control, quality control and quality assurance of products manufactured by CSC.

Topics: Production control - inventory of manufactured goods, advance orders, purchase of materials, order forms, manufacturing authorities, notice of shipment; quality control - inspection plans, in-process inspections, final inspection, customer complaints; quality assurance.

CSC-420

Reports and Statistics

Description: Administrative reports and statistics on industrial operations. *Topics:* Inspection reports - quarterly; progress reports on industrial orders; progress reports on clothing and footwear; reports of industrial capacity; summary of industrial revolving fund; sales reports; program situation report; monthly activity report.

CSC-430

Shops

Description: Information on the organization, administration and layout of industrial shops.

Inmate Resource Management Division

The Division is responsible for overall program integration, e.g., work assignment boards, incentives, pay and benefits systems, accident prevention and safety standards.

Manual

- Inmate Pay Manual

Classes of Records

CSC-440

Benefits, Incentives and Pay Administration Plan

Description: Information on inmate pay, bonding and unemployment insurance, work incentives and the pay administration plan. *Topics:* Benefits - bonding of inmates, renumeration, unemployment insurance, Workman's compensation; incentives; Inmate Employment and Pay Administration Plan - operations, employment and opportunities, classification and compensation, work standards, pay systems, employment and pay information system.

Special Employment Programs Division

This Division is responsible for the development, functional direction and evaluation of special inmate employment activities, e.g., forestry operations and work camps, construction and renovation projects and inmate business.

Classes of Records

CSC-450

Work Opportunities

Description: Information on the administration of work opportunities for inmates. *Topics:* Entrepreneurial activities; Canada Works Economic Growth Component; inmate labour on construction projects; projects involving private sector; bush operations - tree nursery reforestation Employment and Immigration Canada Economic Growth Component; co-ops; institutional services.

Offender Programs Branch

This Branch is responsible for the functional direction and control of Chaplaincy, Case Management, Inmate Affairs and Social and Community Programs. It also maintains liaison with the National Parole Board, police forces, private after-care and provincial probation agencies.

Manuals

- Commissioner's Directives
- Divisional Instructions

Classes of Records

CSC-460

Inmate Document and Record Information System (IDRIS)

Description: Inmate data.

CSC-470

Offender Administration Bank

Description: Inmate Lists.

CSC-480

Housekeeping Bank

Description: Inmate directory.

Case Management Division

The Division co-ordinates management and administration of the inmate's entire sentence, ensures that inmates receive maximum benefit from all available rehabilitative opportunities, maintains assessments on all federal inmates and makes recommendations to the National Parole Board for conditional release through full and day parole.

Inmates are assigned to case management teams shortly after admission. These teams review all information on inmates and then develop individual program plans. These plans consider the inmate's needs and objectives, the services and activities in which the inmate will participate and plans for eventual transfer or conditional release. Participation and progress are monitored and the inmate is informed of his assessment on a regular basis.

Manuals

- Case Management Manual
- Case Supervision Procedures Manual
- National Parole Service Procedures Manual
- Case Preparation Procedure Manual

Classes of Records

CSC-490

Case Management

Description: Information on the development of a program plan for the offender. *Topics:* Pre-sentence and post-sentence report; classification of inmates - classification questionnaire, cascading of inmates, individual program planning.

CSC-500 Living Unit

Description: Information on regulations and implementation of the living unit program. *Topics:* Therapeutic community; living unit and human relations - the Owl Grid/la Grille Hibou, living unit class proposal.

CSC-510 Policy and Procedures

Description: Information on the development of general policies and procedures. *Topics:* Co-operation and liaison with the provinces - deportation; Case Management Manual.

CSC-520 Policy and Procedures - Community Release

Description: Information on the development of policies and procedures in preparation for community release. *Topics:* CCC directors' conference; inmate manual; community banking; parolee assistance loan fund; deportation; parole - parole offices as releasing institutions, medical insurance for parolees and ex-inmates; programs - Case Management Manual, Chapter 17.

CSC-530 Release

Description: Information on case preparation for release and case supervision after release. *Topics:* Release of inmates - absences-temporary, festive season, escorted, unescorted; discharge; parole - community release, temporary detainees; Post-Release Programs - temporary absence, day parole, parole, mandatory supervision, signing authority for warrants, case supervision procedures manual; pre-release programs - intensive pre-release project, temporary absence, day parole, parole, mandatory supervision, case preparation procedures manual.

CSC-540 Operations and Quality Control

Description: Information on quality control, quantitative and qualitative performance in district offices and application of policy and procedures in the region. *Topics:* Reclassification study; quality control and procedure review - audits, board complaints, concerns and comments, inmate inquiries and issues on case management, community inquiries and issues on case management, warrant control records, NPS procedures manual-proposed amendments, Case Management Manual, quality control checklists.

CSC-550 Sentence Administration

Description: Documentation of inmates on admission and release, computation of sentences, remission, etc. *Topics:* Admissions - admission of foreign nationals, documentation of inmates received from provincial prisons, scar notification, interpretation of sentence, auditing of inmate files, numbering of inmates, fingerprinting and photographing of inmates, expiration of sentence, earned remission, statutory remission; discharge; death - suicides.

Chaplaincy

The Chaplaincy is responsible for the development, functional direction and evaluation of religious services to inmates.

Manual

- Chaplain's Manual

Classes of Records

CSC-560 Chaplaincy

Description: Information on programs designed for the spiritual well-being of inmates. *Topics:* Inter-faith committee on Chaplaincy; special diets; Chaplaincy - Protestant, Roman Catholic, relations with diverse faith groups, retreats, Chaplain's Manual.

Inmate Affairs Division

The Division is responsible for the development, functional direction and evaluation of inmate affairs activities to ensure fair and humane treatment, e.g., inmates' rights, complaints and grievances. In addition, it produces related booklets and investigates, hears and resolves inmates' complaints and grievances, through up to four decision-making levels.

Manual

- Grievance Manual

Classes of Records

CSC-570 Inmate Affairs

Description: Information on the management of inmate affairs. *Topics:* Welfare - counselling; inmate organizations; legal affairs - legal aid; ombudsman, inmate rights and responsibilities, administrative boards, U.N. general principles for persons in prisons; inmate affairs - inmate participation in management; inmate committees; grievances - individual grievances, group grievances, reports, grievance manual, inmate manual. *Retrievability:* Files are arranged by topic, institution, region and name of individual.

Social and Community Programs Division

The Division provides offenders with the opportunity for social, emotional, physical and personal development through recreation and physical fitness programs, hobbycraft programs, citizen participation programs, life skills courses, assistance programs for social and family relations and special programs to meet the needs of female, native and other groups. Another important function is to promote effective working relationships and to administer policy on the use of private sector agencies.

Classes of Records

CSC-580 Social and Community Programs

Description: Information on special programs to meet the needs of specific groups of offenders and the administration of financial programs. *Topics:* Finance - community banking, monetary assistance to inmates and dependents, parolee assistance loan fund, trust fund, welfare fund, travelling and living expense allowance, allowances to offenders; programs - long-term offenders, regional reception centre, diversion, contact, husband and wife offenders, senior citizen offenders, sexual offender program.

CSC-590 Community Relations and Special Projects

Description: Information on working relationships with private sector agencies such as the John Howard and Elizabeth Fry Societies for services such as parole supervision and residential services. *Topics:*

Correctional Service of Canada

Associations - aftercare services contracts; grants to aftercare agencies.

CSC-600 Citizen Advisory Committee

Description: Information on policy formulation, planning, minutes and recommendations of the Citizen Advisory Committee. *Topics:* Draft Cabinet Document 216; memberships and appointments; national conference on Citizen Advisory Committees (CACs); constitution; minutes, recommendations; progress reports; National Executive Committee of CAC; minutes.

CSC-610 Community Residential Centres

Description: Information on the operational aspects of community correctional centres and community residential centres for parole supervision; includes provincial liaison. *Topics:* Guidelines for Community Residential Centres (CRCs); directory; report on CRC usage; national standards for CRC Task Force; use of Parole Board seal; annual evaluation of CRC and agencies; community assessment and parole supervision-provincial.

CSC-620 Programs

Description: Information on parole supervision programs. *Topics:* Private homes; services to families of offenders; Square-One.

CSC-630 Special Projects

Description: Information on special projects for the development of programs. *Topics:* Brantford community team; correctional related employment services (CER) Outreach Project; converse; *colloque des ressources communautaires*; co-ordinated computerized Community Residential Centre (CRC) program evaluation; Citizen Action Group (Hamilton) Employment project; *Détenus bénévoles*; Exdetra Inc.; Family Visiting Programs; HELP Program - Frontier College; Life skill project - Prairies; Inmate employment service; Prince Albert film; Parolees - supervision cases - John Howard Society of Metropolitan Toronto.

CSC-640 Volunteers

Description: Information on general public and inmates as volunteers. *Topics:* Awareness program; Hamilton volunteer project; insurance; policy development; recognition of volunteers as sponsors in temporary absence and pre-release; Family Visiting Project - accommodation, female offenders, international programs, review board, statistics, comments from outside organizations.

CSC-650 Female Offenders

Description: Information on special programs to meet the needs of the female offender. *Topics:* Relocation of female offenders; Provincial co-operation - administration of Prison for Women, Elizabeth Fry Societies, federal female inmate relocation project-advisory group, Federal-Provincial committee on the female offender, national advisory committee on the female offender, national planning committee on the female offender, female accommodation, programs for female offenders.

CSC-660 Native Offenders

Description: Information on special programs to meet the needs of the

native offenders. *Topics:* Associations; native offenders - Inuit, placement in camp locations, Burwash Native People's Project, alcohol and drug abuse by natives, Native Crime and Justice Commission.

CSC-670 Social and Cultural Development

Description: Information on programs designed to enhance the inmate's social, cultural and physical development. *Topics:* Associations; entertainment - concerts and shows put on by inmates, hobbycraft, movies and television, sports activities put on by visiting athletes, concerts put on by visiting groups; physical education and recreation - physical fitness testing, standards, minimum security institutions, medium and maximum security institutions, inter-institutional sports day, exceptional people's olympiad; social development programs - transcendental meditation, resource exchange project, life skills, long-term offender project (S.S.E.A.P.), Ontario volunteer programs; Draft Cabinet Document - social and cultural development.

Medical and Health Care Services Branch

The Branch is responsible for the functional direction and control of medical and health care activities, e.g., the medical, psychiatric, dental, surgical and nursing care of inmates provided by CSC Regional Psychiatric and Health Care Centres as well as by public hospitals and private practitioners; hospital administration; liaison with medical and other professional associations in Canada and abroad; and bilateral negotiations and agreements with provincial governments on the provision of health care services.

Manuals

- Commissioner's Directives
- Divisional Instructions
- Medical and Health Care Services Policy and Procedure
- Nursing Manual

Policy, Planning and Evaluation Division

The Division is responsible for the development and evaluation of Branch policies and plans. It co-ordinates policy planning activities; operates performance measurement and other management information systems; audits research proposals; and ensures the efficiency and confidentiality of health care information.

Major Projects and Adviser on Hospital Administration Division

The Division is responsible for the planning and implementation of major projects, including preparations for the Second World Congress on Prison Medicine and tendering systems for health care services provided by public hospitals and private practitioners. In addition, it provides professional advice on hospital administration.

Health Care Operations Division

The Division is responsible for the development, functional direction and control of CSC nursing and para-medical activities, such as those at regional psychiatric centres and institutional health care offices; services provided by provincial hospitals and private practitioners; and for medical facilities, equipment and supplies.

Manuals

- Medical and Health Care Services Manual
- Nursing Manual

Classes of Records

CSC-680

Health and Hygiene

Description: Information on general matters pertaining to the cleanliness and physical well-being of inmates. *Topics:* Accident reports - inmate; barbering; bathing; change room; laundry; occupational therapy.

CSC-690

Offender Health Care Record

Description: Inmate health care records.

CSC-700

Dental Services

Description: Information on inmate dental care.

CSC-710

Medical Services

Description: Information on the medical care of inmates. *Topics:* Hospital insurance; medical insurance for parolees and ex-inmates; medical statements; Medical Services Manual; Nursing Manual; nursing; Canadian Hospital Directory; immunization of inmates; drug abuse testing; transexuals; reception; chest X-ray.

CSC-720

Psychiatric Services

Description: Information on psychiatric care of inmates. *Topics:* Certification procedures for admission; sex offender treatments.

Security Branch

The Branch is responsible for the functional direction and control of the Operational Security, Preventive Security and Inmate Population Management Divisions.

Manual

- Security Manual

Classes of Records

CSC-730

Security

Description: General information on the security of institutions. *Topics:* Correctional officer field notebook; key control; monthly security briefing; penitentiary officer's handbook; Security Branch issues book; Security Manual; tool control; classification of CSC institutions.

CSC-740

Internal Inquiries

Description: General information on internal security inquiries. Files are arranged by name of inmate.

Operational Security Division

The Division is responsible for the development, functional direction and evaluation of operational security activities, including contingency and emergency planning; the custody, escort and discipline of inmates; censorship and contraband control; disturbances; security equipment and electronic security systems; manning standards; security aspects of fire safety; security surveys; and crisis management.

Manual

- Security Manual

Classes of Records

CSC-750

Operational Security

Description: Information on general operational security of the institutions. *Topics:* Inmate count; patrol dogs; penitentiary officers' handbook; monthly security briefing; supervision of inmate leisure time activities; Security Manual; flying over institutions; preservation of evidence at the scenes of a crime.

CSC-760

Contingency Emergency Plans

Description: Information on action to be taken in the event of any emergency causing a disruption of the institutional routine and operational activity. *Topics:* Civilian assistance; military assistance; R.C.M.P. assistance; emergency response teams; riots and major disturbances; bomb threats; procedures during labour disputes; Operations Centre NHQ.

CSC-770

Contraband and Dangerous Substances

Description: Information on the entry into or discovery of unauthorized material in institutions and the control of dangerous substances within the institution. *Topics:* Dangerous substances; drugs; searches (inmates, staff, visitors); body cavity searches; butane lighters; gerbil drug detection; reports and bulletins from other agencies; statistics; tool control; weapons.

CSC-780

Discipline, Punishment, Segregation

Description: Information on segregation, dissociation and disciplinary measures to be taken in order to maintain institutional routine. *Topics:* Bulletins and publications - foreign jurisdictions; corporal punishment; dissociation; study group; recording and reporting system; sensory deprivation; use of force; segregation; Segregation - monthly administrative review; independent chairperson, workshops and appointments; resignations; fees.

CSC-790

Emergency Planning

Description: Information on policies and plans for continuation of operations of the Department in the event of an emergency. *Topics:* Accommodation; internment of subversives; national shelter program; nuclear survival; snow emergencies; training; Exercise Wintex; Exercise Bold Step 82; nominated officials; circulars, publications, reports.

CSC-800

Security Equipment

Description: Information on the selection and use of security equipment. *Topics:* Restraint equipment; scale of issue; regional and institutional emergency response teams; theft or loss of security

Correctional Service of Canada

equipment; contraband screening - X-ray, metal detectors, narcotics identification kits; integrated communication and control system - subsystems, acceptance test procedures, standard operation procedures; main communication and control posts; institutional detection, alarm and call systems - closed-circuit television (CCTV) switching logic, fire-smoke alarm, nurse call system, intrusion detection, ID Steller Systems, electric field fencing, ID digital automatic video intrusion, personal portable alarm, panic alarm, inmate cell call; technical surveillance - counter technical intrusion inspection; weapons - registration of firearms, weapons inventory, ammunition, rifles and revolvers, riot-tear gas, shields, etc.

CSC-810 Security Inquiries

Description: Assaults, injuries, deaths; contraband and drugs; escapes; major disturbances; property damage; staff and visitors; unusual occurrences; weapons, explosives.

CSC-820 Surveys and Reviews

Description: Information on inadequacies in security operations.

CSC-830 Hostage Taking

Description: Information on the management of hostage taking situations. *Topics:* Guidelines for the behaviour of hostages; services to families of hostages; statistics. *Retrievability:* Files are arranged by subject, institution, region, date of incident.

Inmate Population Management Division

The Division is responsible for the development, functional direction and evaluation of inmate population management activities, including accommodation control; inter-regional and international transfers; the provision and use of protective custody, segregation, punitive dissociation, special handling facilities and related dangerous inmate policies; the direction and control of the movement of inmates among these special facilities; and the maintenance of an inmate population management reporting system.

Manual

- Case Management Manual

Classes of Records

CSC-840 Inmate Population Management

Description: Information on procedures for managing the inmate population. *Topics:* Escorting of inmates; transportation of inmates by air; protective custody units; special handling units; dangerous offenders - most dangerous, weekly report, murderers, sexual.

CSC-850 Transfers

Description: Information on the actual movement of inmates or groups of inmates. *Topics:* Insane inmates; transfer to Community Correctional Centres (CCC) and Community Residential Centres (CRC); transfer between regions; transfer to and from provinces; international transfer to and from Canada; international transfers of provincial inmates. *"Retrievability:"* Files arranged by subject, date of transfer, country, individual.

Preventive Security Division

The Division is responsible for the development, functional direction and evaluation of preventive security activities, which include the collection, protection, analysis and reporting of intelligence information; preventive measures to safeguard the public, staff and inmates; maintaining the security of CSC property (other than institutions); and the conduct of security surveys and investigations.

Classes of Records

CSC-860 Preventive Security

Description: Security in the Public Service - Cabinet Document 35; building security - access control, fire and emergency evacuation, locks, locking devices and issuing of keys; protection services - Corps of Commissionaires; identification - I.D. cameras, inmates, parolees, staff, damage, loss and recovery, fingerprinting.

CSC-870 Inquiries

Description: Information on security inquiries. Files are arranged by inmate, case and number.

CSC-880 Incidents

Description: Assaults; contraband; death; fires; major incidents; minor incidents; escapes and recaptures - escapes from escort, plans apprehended, Operation Earthworm, reports, statistics, studies; injuries - accidental, attempted murder, attempted suicide, self-inflicted; use of force - gas, physical, weapons.

CSC-890 Information and Intelligence

Description: Information on activities considered to have intelligence significance in the maintenance of good order within the institutions; also intelligence information of benefit to law enforcement and correctional agencies. *Topics:* Inmate witnesses from foreign jurisdictions; interrogations; organized crime; organized crime - Quebec; Profiles - inmate; staff labour problems; special cases; terrorism; threats and demonstrations; bulletins, publications, etc. - bulletins and reports from law enforcement agencies, inmate newsletters, radical books and publications, security bulletins, SINTREP-daily and weekly, summaries, synopsis, evaluations.

CSC-900 Inmate Security

Description: Information on inmate security. Files are arranged by name of inmate.

CSC-910 Special Inmate Security

Description: Information on special inmate security measures. Files are arranged by name of inmate.

CSC-920 Personnel Security Program

Description: Information on the administration of the personnel security program involving clearances of personnel, individual security clearance case files. *Topics:* Clearance of personnel; individual security clearance case files; criminal indices check; employment of homosexuals.

Correctional Service of Canada

CSC-930

Security Investigations

Description: Information on security investigations of inmates.

CSC-940

Security of Information

Description: Information on the administration of security regulations for the handling and storage of documents, exchange and release of information, etc. *Topics:* Classification of correspondence and documents; release of information; breaches of security; confidentiality of

medical and psychiatric reports; medical information administrative summary; EDP security; document storage.

CSC-950

Visits and Correspondence

Description: Information on inmate visitors, the censorship and monitoring of inmate correspondence, reading material, telephone communication, etc. *Topics:* Censorship; conjugal visits; correspondence and gifts; telephone communication; visiting; screening of visitors.

History

The National Museums of Canada (NMC) incorporate within a single administration Canada's four National Museums: the National Gallery of Canada; the National Museum of Man, including the Canadian War Museum; the National Museum of Natural Sciences; and the National Museum of Science and Technology, including the National Aeronautical Collection.

The National Museum of Man and the National Museum of Natural Sciences both evolved out of the National Museum of Canada, an institution that had its origin in the founding of the Geological Survey of Canada in Montreal in 1842. In 1880 the Survey and its museum were moved to Ottawa, and in 1910 were located in the newly-constructed Victoria Memorial Museum Building. By this time the museum staff, as distinct from that of the Survey, was divided into a Biology Division and an Anthropology Division. The National Museum of Canada was formally established in 1927. Natural History and Human History branches were formed in 1956, and the Canadian War Museum, which dates back to 1880, was added to the latter branch in 1958. Since 1968, the National Museum of Man and the National Museum of Natural Sciences have been components of the National Museums of Canada.

The beginnings of the National Gallery of Canada are associated with the founding of the Royal Canadian Academy of Arts in 1880. The Marquis of Lorne, then Governor General, had recommended and assisted in the founding of the Academy, and among the tasks that he assigned to that institution was the establishment of a national gallery at the seat of government. The National Gallery was incorporated by an act of Parliament in 1913. It occupied a section of the Victoria Memorial Museum Building until 1960, and then was moved into the Lorne Building. In 1968 the National Gallery became a component of the National Museums of Canada.

The National Museum of Science and Technology is the most recently formed of Canada's national museums. It began with the creation of a Science and Technology Branch of the National Museum of Canada in 1964. A Director was appointed in 1966, and it opened as a museum in 1967, one year before it became a component of the National Museums of Canada. The National Aeronautical Collection, formed by the Royal Canadian Air Force in 1964, was added to the Museum when it opened.

In 1972 the NMC began developing a national museum policy designed to ensure the preservation of Canadian museum collections and increase public access to them. The five divisions of the National Programmes Branch of the NMC provide services and assistance to the Canadian museum community to further the objectives of this policy. As well, the NMC has fostered co-operation among Canadian museums by forging a network of 25 Associate Museums (including the four National Museums) and 24 Exhibition Centres.

Legislation and Reporting Structure

The National Museums of Canada is a Crown corporation established in 1968 by the National Museums Act which reports to Parliament through the Minister of Communications. It is administered by its own secretariat under the authority of a Board of Trustees. The Secretary-General is the Chief Executive Officer of the Corporation. The purposes of the Corporation, as defined in the Act, are "to demonstrate the products of nature and the works of man, with special but not exclusive reference to Canada, so as to promote interest therein throughout Canada and to disseminate knowledge thereof."

General Information

Information may be obtained by contracting the following:

- Information Services Division, National Museums of Canada
- Information Services, National Gallery
- Media and Public Relations, National Museum of Man
- Public Relations, National Museums of Natural Sciences
- Public Relations, National Museum of Science and Technology
- Library Services, National Museums of Canada
- Reference Library, National Gallery

Information on titles of National Museums of Canada publications may be obtained from the Marketing Adviser.

Please address inquiries to the above at:

Ottawa, Ontario
K1A 0M8

Access Procedures

Information requests under the Access to Information Act should be addressed to:

Access to Information and Privacy Co-ordinator
National Museums of Canada
L'Esplanade Laurier, 21st Floor
300 Laurier Avenue West
Ottawa, Ontario
K1A 0M8
Telephone: (613) 995-9380

Headquarters Administration

Classes of Records

NMC-10

Archaeology

Description: Information on the recovery, study, preservation and presentation of information and artifacts related to Canada's history; also excavation of archaeological sites threatened with destruction by construction projects, roads, dams, airports and harbours. *Topics:* Policy; rescue and urgent ethnology and archaeology; preservation of sites in the Arctic; archaeological digs - Toronto International Airport, Mackenzie Highway Project, Dempster Highway Project, Donovan Site - Hamilton Airport; native burial grounds; rock paintings and petroglyphs; Northern pipelines.

NMC-20

Exhibitions

Description: Information on the permanent exhibitions for all NMC components, international exhibitions and travelling exhibitions. *Topics:* Policy and general correspondence on exhibitions for all the components; international exhibitions - Tutankhamun, Master Paintings from the Hermitage, USSR, Chinese Exhibition, Transpo'86, Yaroslav - Artifacts; schedules of travelling exhibitions - Journey into Our Heritage.

National Museums of Canada

NMC-30

Acquisition of Collections

Description: Information and general correspondence on the acquisition of artifacts by purchase, gift, donation and exchange. *Topics:* Policy; authentication; overlap in collections; paintings - National Gallery; collections for the Museum of Natural Sciences, the Museum of Science and Technology, the Museum of Man and the Canadian War Museum - Medals, By-Dyberger Maquette; income tax deductions for gifts and donations.

NMC-40

Publications

Description: Books and publications originating from scientific research done by various scientists, historians, archaeologists and curators, within NMC components. *Topics:* Policy; general correspondence; involvement of Supply and Services Canada in publications; co-publishing; copyrights; catalogues; specific publications of the different museums.

NMC-50

Policy, Planning and Evaluation Program

Description: Information on corporate policy, Policy Program Review, Cultural Program for National Unity, priorities, and Ontario Government policy and programs for art galleries and museums. *Topics:* statement of intent; program evaluation - National Programs; Museum of Man; Museum of Natural Sciences; Museum of Science and Technology and National Gallery; TEAG evaluation of displays and exhibits; research and studies.

NMC-60

Loans

Description: Information on the loan of artifacts to museums across Canada. *Topics:* policy; controversial material; Fire Fighters' Museum of Nova Scotia; Tate McKenzie; General Murray's Powder Horn; Haida Canoe.

NMC-70

Indemnification

Description: Information on a proposed plan whereby the federal and provincial governments guarantee compensation for loss or damage suffered when major exhibitions travel within Canada. *Topics:* Policy development; research; U.S. program; U.K. program; international discussions - ICOM and UNESCO; fine arts insurance; program development.

National Programmes

In 1970, the federal government announced its overall cultural policy based on the principles of democratization, decentralization, pluralism, and federal-provincial and international co-operation. The Secretary of State developed and the Cabinet approved a more specific National Museum Policy with two objectives: to preserve the elements of the national heritage and to increase access to that heritage. The National Museums established five programmes to meet the objectives of the National Museum Policy. Collectively known as the National Programmes, they are: the Canadian Conservation Institute, the National Inventory Programme, the International Program, the Mobile Exhibits Programme and the Museum Assistance Programmes. Together these programmes form a component of the National Museums Corporation called the National Programmes Branch. It is headed by an Assistant Secretary-General who is supported by the five Programme Directors and a central finance and administration unit called Programme Co-ordination Division.

Classes of Records

NMC-80

Mobile Exhibits

Description: Information on the operation of three museumobiles - Canada North, Canada West and Atlantic Canada. *Topics:* General operations; thematic; tour co-ordination; tour management; support programme for each of the three Museumobiles.

NMC-90

Conservation

Description: Information on conservation of artifacts to ensure preservation. *Topics:* Conservation reports; conservation and refurbishment.

NMC-100

Loans

Description: Information on incoming loans for the three travelling museumobiles. *Topics:* Policy; institutions; agreements.

NMC-110

Discovery Train

Description: Information on the discovery train - a travelling exhibition operating between 1978 and 1980. *Topics:* Purchase of the American Freedom Train; sites; design and fabrication; sponsors; provincial and community liaison.

NMC-120

National Inventory Programme

Description: Information on the development of comprehensive and meaningful standards for the documentation of museum collections, the provision of services designed to assist museums in properly documenting their collections and the application of E.D.P. techniques to alleviate some of the collection management problems. *Topics:* Policy; procedures; general correspondence; museum services; documentation; liaison data; correspondence - artifact documentation for Canadian museums. *Storage Medium:* EDP systems.

NMC-130

Canadian Conservation Institute

Description: Information on the provision to Canadian museums of specialized conservation services, conservation research, training through internships, a mobile laboratory service and publications and information services on the Institute's conservation research projects and other related technical areas. *Topics:* Operations; fine arts and polychromes; textiles; works of art on paper; archaeology and ethnology; furniture and wooden objects; mobile laboratory service; conservation processes research; environment and deterioration research; analytical research services; photographic services; documentation; publications; internships; workshops and seminars; library. *Storage Medium:* 35 mm slides.

NMC-140

International Programme

Description: Information on international museum activities, the publication of a catalogue of exhibits, liaison with institutions and government departments and international negotiating expertise. *Topics:* Country files; show and exhibitions; museums and galleries; External Affairs Canada - Cultural Exchange Programmes; miscellaneous budget, policy, finance, administration; UNESCO; ICOM.

NMC-150

Museum Assistance Programmes

Description: Information on the provision of financial and technical assistance to museums, art galleries and other non-profit institutions across Canada wishing to participate in the accomplishment of the

National Museum Policy's dual objectives of increased accessibility to and enhanced preservation of Canada's collections; also the information and co-ordination mechanisms required to ensure the effective use of the financial assistance available. *Topics:* Associate Museums Programme; National Exhibition Centre Programme; Specialized Museums Programme; Public Programming Assistance; Exhibitions Assistance Programme; Registration Assistance Programme; Upgrading and Equipment Assistance Programme; Special Activities Assistance Programme; Training Assistance Programme; Conservation Assistance Programme.

National Gallery of Canada

Director's Office

The National Gallery of Canada (NGC) holds in public trust the most comprehensive collection of Canadian fine and decorative arts and the finest collection of non-Canadian paintings, sculptures, drawings, prints and photographs in the country. Properly supported, these collections are an important resource in establishing self-awareness and pride throughout Canada. The goals of the National Gallery of Canada, consonant with the objectives and priorities of the National Museums of Canada, are directed towards national purpose and must be realized with the highest professional standards. The Gallery maintains its holdings at a high level of preservation, to ensure their preservation and supports them through research for the development of the collections, the organization of exhibitions and the publication of catalogues.

Classes of Records

NMC-160

Operations

Description: Information on the general operations of the National Gallery of Canada. *Topics:* Assessments for Museums Assistance Programme (formerly consultative committee); special events; postage stamps; movement of works of art.

NMC-170

Exhibitions, Expositions and Fairs

Description: Information on permanent, travelling and special exhibitions, policy, exhibit planning and proposed exhibitions. *Topics:* Schedules of exhibition programs; extension services; proposed exhibitions; publicity and advertising; invitations; special exhibitions - Matisse, Jordaens, Poussins, Puvis de Chavannes, Van Wittel, etc.

NMC-180

Acquisitions of Collections

Description: Information on the policy for the acquisition of works of art through purchases, gifts and donations. *Topics:* Gifts proposed, approved and rejects; purchases - paintings, photographs, prints and drawings, sculptures; insurance; major acquisitions - W. Croscup Room, Bernini, Lotto, RCA Diploma Works, Brangwyn Mural, Borduas Collection, Birks Collection, Crane Collection, Heeramanek collection, etc.

NMC-190

Restoration and Conservation Laboratory

Description: Information on the conservation of works of art. *Topics:* Policy; damages to paintings, sculptures, etc.

NMC-200

Publications

Description: Information on various aspects of publications activities at the National Gallery of Canada. *Topics:* Policy; Permanent Catalogue Project; copyright and reproduction rights; bilingualism in publications; bulletins; journals; Canadian Artists Series, etc.

NMC-210

Photographic Services

Description: Information on the Gallery's photographic services; registration; education services; education policy; audio-visual.

NMC-220

Loans

Description: Information on incoming and outgoing loans for exhibitions, government residences, Minister's offices, etc. *Topics:* Policy; loans approved and rejected to museums and galleries around the world; loans to government; restricted loans list.

Collections and Research Division

Classes of Records

NMC-230

Research

Description: Research files on exhibitions the curator has organized. *Topics:* W.W. Alexander; J.E.H. MacDonald; Ontario Society of Artists; Art Museum of Toronto; Canadian Art Club; artistic' files; art societies; art institutions; art exhibitions; collectors' files. *Retrievability:* These files are located in the office of the Curator of Historic Canadian Art.

NMC-240

Exhibitions

Description: Information on Ottawa exhibitions, correspondence with lenders and inter-office correspondence dealing with planning of exhibitions and catalogues. *Topics:* The Young van Dyck Exhibition (1980); Bolognese Drawings Exhibition (1981); Meissen Exhibition; Hiroshima, Drawings by Survivors; Ladders to Heaven; Costakis Exhibition; Esthetiques modernes au Quebec; F.H. Varley; Canadian Painting in the Thirties; To Found a National Gallery; The Royal Canadian Academy of Arts 1880-1913. *Retrievability:* These files are located in the European Art and Historic Canadian Art Divisions.

NMC-250

Acquisitions

Description: Information on acquisitions of Historic Canadian Art, and files on dealers and artists. *Topics:* Preliminary correspondence with artists, collectors and dealers on the acquisition of historic Canadian art by gift and purchase; dealers and artists - David Bolduc, artist, Tony Brown, artist, Jeff Wall, artist. *Retrievability:* The files are located in the Contemporary Art and Historic Canadian Art Divisions.

NMC-260

Loans

Description: Information on incoming and outgoing loans for exhibitions, Government residences, Minister's offices, etc. *Topics:* Exhibitions - A.Y. Jackson, A.H. Robinson, David Bolduc, Ivan Eyre; loans - Rideau Hall, Prime Minister's residence, ministers' offices, etc. (files are located in the Contemporary and Canadian Historic Art Divisions); restricted loan list; loans - Canadian works, non-Canadian, European, prints and drawings; list of loans - long-term, government;

National Museums of Canada

short-term loans - transportation schedule; monthly report on loans (these files are located in the Registrar's office).

Archives and Curatorial Division

Classes of Records

NMC-270 Exhibitions

Description: Information on permanent, temporary, special, international and travelling exhibitions between 1959 and the present. *Topics:* Offers and suggestions for exhibitions; exhibitions in Canada; in foreign countries; National Gallery involvement in exhibitions organized by other organizations.

NMC-280 Acquisitions of Collections

Description: Information on the acquisition of works of art by purchase, gift and donations; reproductions; offers of works of art that have been accepted and rejected; files held in Archives under Curatorial Division prior to 1958, and between 1959 and the present. *Topics:* Correspondence on dealers, donors, collectors and artists; paintings; prints and drawings; sculpture; conservation; requests for information; works of art held by private sector, other museums and university collections.

NMC-290 Research

Description: Individual research dossiers for art objects in the collections of the National Gallery (excluding works on paper, prints and drawings and photographs). *Topics:* Canadian paintings, sculpture, decorative arts; Royal Canadian Academy Diploma works; non-Canadian paintings, sculpture, decorative arts; Asian art; and videotapes and films. *Retrievability:* Files are arranged by name of artist. *Special Access Note:* Limited access to public due to confidentiality of negotiations, prices and information on other works in private hands.

NMC-300 Publications

Description: Information on National Gallery publications for exhibitions and collections during the years before 1958 and between 1959 and the present. *Topics:* Catalogues for National Gallery collections; exhibition catalogues; acquisitions of books and other publications; submissions to outside publications; publications of National Gallery.

NMC-310 Loans

Description: Information on loans of National Gallery works of art to government departments and museums, universities and institutions in Canada and abroad; also incoming and outgoing loans on a short or long-term basis, and loans from public and private collections. *Topics:* General correspondence and policy; Canadian loans - approved and rejected; non-Canadian loans - approved and rejected; incoming loans; government departments; international and domestic, by province; war art; for exhibitions - domestic and international.

Photographs Collection

Classes of Records

NMC-320 Exhibitions

Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; planning; schedules of exhibition programs;

extension services; proposed exhibitions refused; publicity and advertising; invitations openings; NGC exhibitions - Eugene Atget; David Heath; photographs from the collection, etc.

NMC-330 Research

Description: Information on the various processes used in photographic reproduction. *Topics:* Computer image processing; le daguérreotype a Québec; slide production; photography recipe.

NMC-340 Acquisition of Collections

Description: Acquisition of works of art through purchase, gifts and donations. *Topics:* Policy; individual file for each donor; purchases.

NMC-350 Publications

Description: Information on various aspects of publication activities at the NCG. *Topics:* Policy; Permanent Catalogue Project; copyright and reproduction rights; bulletins; journals.

NMC-360 Loans

Description: Information on incoming and outgoing loans for exhibition. *Topics:* Policy; loans approved and rejected to museums and galleries around the world; loans to government; restricted loans list.

NMC-370 Artists' Files

Description: Information on artists - biographics, exhibitions and places where they have exhibited their works; correspondence. *Topics:* William Henry Fox Talbot; J.J.E. Mayall; Hugh W. Diamond; Henry Pollock.

NMC-380 Conservation

Description: Information on the conservation of works of art. *Topics:* Policy; requests for restoration services; cursory inspection; damage to photographs.

Prints and Drawings

Classes of Records

NMC-390 Operations

Description: Daily correspondence from Prints and Drawings. *Topics:* Requests for information; curatorial files.

NMC-400 Exhibitions

Description: Information on temporary, in-house and travelling exhibitions of prints and drawings. *Topics:* In-house Collection-generated exhibitions - Picasso, Volland Suite; in-house, outside-generated exhibitions - Bolognese Drawings in North American Collections, 1600-1800; travelling, Collection-generated exhibitions - British Masters: 18th and 19th Century English Watercolours and Drawings from the Collection of the National Gallery of Canada; travelling, outside-generated exhibitions - La Pierre Parle.

NMC-410 Acquisitions

Description: Information on the acquisition of prints and drawings

National Museums of Canada

through purchases and gifts. *Topics:* Dealers; offers for purchase, gifts; annual acquisition meetings.

NMC-420 Conservation

Description: Information on the conservation of works of art on paper. *Topics:* Policy and procedure; public requests for conservation; in-house conservation (matting, framing, conservation orders).

NMC-430 Publications

Description: Information on NGC publications. *Topics:* National Gallery - files on catalogues of permanent collection of Prints and Drawings and special exhibition (see under Exhibitions, NMC-400); outside - files on scholarly articles for outside publications.

NMC-440 Loans

Description: Information on incoming and outgoing, individual and group loans for exhibitions. *Topics:* Loans to other institutions in Canada and abroad; Gallery loans from other institutions in Canada and abroad; inter-gallery loans.

Restoration and Conservation Laboratory

The function of the Laboratory is to provide specialized conservation treatment for works of art. It thus examines, inspects, restores and analyzes the status of the present collection, prepares work of art for loans, exhibitions, and display in government houses and offices, and prepares examination reports on new acquisitions.

Classes of Records

NMC-450 Operations

Description: Information on the general operations of the Laboratory. *Topics:* Chemicals; lining techniques; technical studies; insurance; safety; steps used in preparation of opaque cross-section.

NMC-460 Exhibitions

Description: Information on aspects of exhibiting; includes files on various exhibitions held. *Topics:* Lighting for exhibitions in galleries; exhibitions - Progress in Conservation, Fontainebleau, Pelland, Tanenbaum, El Greco.

NMC-470 Acquisitions and Collections

Description: Examination reports for new acquisitions; also specific files on gifts. *Topics:* Examination reports - Canadian School, European School; Rideau Convent Chapel; Croscup Room; gifts and donations; Heeramanek Collection; Madame Claude Bertrand.

NMC-480 Conservation

Description: Information on the conservation and preservation of artifacts, including prevention of deterioration through care and maintenance, suitable physical environment for storage and correct handling and packaging procedures for transportation. *Topics:* Conservation of works of art - National Gallery Collection; examinations, inspections, restorations, analysis of pigments, varnish and lacquer; damages to paintings and works of art on loan to Government House; architectural conservation; L'Assemblée nationale du Québec; conservation procedures for sculptures, including the Canadian Phalanx;

Guggenheim Museum and Auguste Rodin; paper - deacidification, thermo paper, aging; safety of prints and drawings.

NMC-490 Paintings and Artists

Description: Information on various artists and paintings. *Topics:* Correspondence; Baldung; Bellotto; Rembrandt; Krieghoff - White Horse Inn by Moonlight; Borduas; Cosgrove.

NMC-500 Restorers

Description: Notes on restorers; Mrs. Awana Paul.

NMC-510 Books and Publications

Description: General information on books and publications. *Topics:* Bulletin 9; Restoration and Conservation Laboratory Journal.

NMC-520 Loans

Description: Information on various aspects of loans. *Topics:* Policy; loans to government offices - Prime Minister's Residence, universities, Canadian museums, American museums; inward loans procedure; restricted loans list; restoration of paintings on loan.

NMC-530 Research

Description: Information on aspects of research and researchers. *Topics:* Mrs. M. Kahr; Rembrandt; John Nieuostraten - The Hague; research on artists.

Public Programmes

Classes of Records

NMC-540 Exhibitions

Description: Information on permanent, travelling and special exhibitions, exhibit planning and proposed exhibitions. *Topics:* Charles R. Forrest; Fantin-Latour; Bolognese Drawings; Animals in Bronze; F.H. Varley Retrospective. *Retrievability:* Files are located in the Public Relations, Education Services, Exhibitions Department and Assistant Director, Public Programmes offices.

NMC-550 Publications

Description: Planning and editorial information on publishing National Gallery catalogues, journals, etc. *Topics:* Annual bulletins; Bolognese Drawings; Comfortable Arts; F.H. Varley Retrospective; Greg Curnoe. *Retrievability:* Files are located in the offices of the Assistant Director, Public Programmes and the Publications Division.

Finance and Administration

Classes of Records

NMC-560 Operations

Description: Information on the general operations at the Gallery. *Topics:* Policy; prints and drawings; movement of works of art; corporate sponsorship; curatorial operations.

National Museums of Canada

NMC-570

Acquisitions

Description: Information on the acquisition of works of art through purchases, gifts and donations. *Topics:* Policy; Croscup Room; Treasury Board of Canada submissions; insurance; damage to paintings.

NMC-580

Exhibitions

Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; architectural concepts; Ottawa exhibitions; Tanenbaum Exhibitions; Japanese-Canadian exhibitions.

NMC-590

Publications

Description: Information on various aspects of publication activities at the NGC. *Topics:* Policy; bilingual publishing policy; catalogues - exhibitions, photography, printing and typesetting, purchases and sales; discounts; price evaluation; appropriations; distribution lists.

NMC-600

Loans

Description: Information on incoming and outgoing loans for exhibitions. *Topics:* Policy; approval.

National Museum of Natural Sciences

This Museum deals with the sciences of botany, geology, paleobiology and zoology. Five main exhibition halls on the birds and mammals of Canada, prehistoric animals, geology and the evolution of animal life and maintained in the Victoria Memorial Museum Building. Large research collections are held in other buildings in Ottawa. These collections are open to study by qualified students, including post-doctoral fellows and other contractees sponsored by the Museum. The National Herbarium contains vascular plants and cryptogamic plants. The National Zoological Collections include molluscs, crustaceans, other invertebrates, fish, reptiles, amphibians, birds and mammals. The Palaeontological Collections contain vertebrate fossil specimens. Gem stones and minerals, rocks and ores from many regions of the world are some of the other collections found in this Museum. In addition, it holds scientific and popular publications on these subjects.

The function of the National Museum of Natural Sciences (NMNS) is the collection of specimens, audiovisual material or art work as examples or depictions of flora, fauna or geological material. The basic objectives of the collection programme are to acquire, preserve and use representative samples of the earth's biological and geological entities. This provides a comprehensive national scientific reference collection of flora, fauna and geological material with particular reference to Canadian material, but with other specimens which may aid in understanding Canadian problems. The Museum maintains display and research collection in the quantities required to meet the needs of present and developing natural history museums in Canada and elsewhere, and to provide present and future generations with a perspective of current scientific and educational needs and a prospectus on future needs.

Director's Office

Classes of Records

NMC-610

Acquisitions and Collections

Description: Information on acquisitions through purchases, gifts, donations and exchanges; also on the specific collection of artifact. *Topics:* Policy and general correspondence; Decoys - W.D. Paul; Reynolds Oligochaete Collection; Duesberry Collection - Duck Decoys; T.H. Manning Collection; Florida Fish - molluscs; Wood Bison.

NMC-620

Exhibitions

Description: Information on permanent in-house exhibits, as well as travelling, special and temporary and international exhibitions; includes exhibit planning, proposed exhibitions and specific information on each. *Topics:* General correspondence; plant life; animal life; birds of Canada; manals in Canada; Treasure of Tutankhamun; International Arctic Oasis; Old Fourlegs; Gemstones Exhibit; Whales - Fragile Giants of the Sea; Minerals and Gemstones; Food from the Sea; Teddy Bear Exhibit; R.E. Phinney Exhibit.

NMC-630

Loans

Description: Information on incoming and outgoing loans for exhibitions, education and extension. *Topics:* General information; School Loans Programme.

NMC-640

Public Programmes and Publications

Description: Information on books and publications generated by scientific research, by scientists and others; Excursions and Tours. *Topics:* Publications policy and general correspondence; scientific publications; book reviews; Flora of Canada; Handbook on Canadian Mammals; Syllogus Publications; Natural History Notebook Series; Birds of Canada; "A Vanished Worlds" - Dinosaurs of Western Canada; school tours of exhibits in the Victoria Memorial Museum Building (VMMB); whale watching tours; Dinobus tours.

Interpretation and Extension

Classes of Records

NMC-650

Exhibitions

Description: Information on permanent in-house, travelling, special, temporary and international exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; general correspondence.

NMC-660

Publications

Description: Information on brochures and other publications on exhibitions by Museum staff. *Topics:* Biome; brochures; catalogues.

NMC-670

Loans

Description: Information on loans of artifacts to museums across Canada for exhibition. *Topics:* Policy; incoming and outgoing loans of specimens - for exhibitions and for school education purposes.

Mineral Sciences Division

The Division is included under Geological Collections. Its holdings include reference and display examples of minerals, gemstones, rocks and ores. Minerals are acquired through purchase, exchange and donation, but are also collected through salvage mineralogy and research on classic geographical localities. Duplicate material through donations or direct collection is encouraged to provide exchange specimens.

Classes of Records

NMC-680

Acquisitions and Collections

Description: Information on the acquisition of artifacts by purchase, gift, donation, exchange or transfer. *Topics:* Policy; general correspondence; gifts and donations; exchanges and transfers; dealers for artifacts; National Mineral Collection; gemstones; rock collection; other collections.

NMC-690

Exhibitions

Description: Information on permanent in-house exhibits, as well as travelling, temporary and special exhibitions. *Topics:* Policy; exhibit planning and conservation; artifacts for Earth Hall at the VMNB; travelling - Minerals, Metals and Man, Museumobiles, artifacts for various displays at mineral shows; special and temporary - birthstones exhibit, VMNB lobby exhibits of gems, International Museums Day.

NMC-700

Loans

Description: Information on loans of outgoing specimens and the approval of the director for these transactions. *Topics:* Policy and general correspondence; loan approvals; loans of photographs and slides; identifications of specimens for the general public.

NMC-710

Publications

Description: Information on manuscripts published in various journals. *Topics:* Publication policy; general correspondence.

NMC-720

Conservation

Description: General correspondence on conservation methods and related subjects. *Topics:* Policy and general correspondence; specific files by collection or specimen.

Biological Collections

These Collections include the Vertebrate and Invertebrate Zoology, Botany and Paleobiology Divisions. They are improved and completed primarily through field collecting and exchanges with other institutions. In general, collecting by a national museum is carried out on a broad front so as to include all families of organisms. The establishment of priorities is based on the completeness of representation of Canadian biota in national collections. The availability of specimens and data in other museums and the inclusion of non-Canadian material related taxonomically, geographically or ecologically to Canadian specimens as well as representative material from major biomes of the world to provide comparative material for research and display. Duplication of existing collections is discouraged, unless it provides an opportunity for exchanges with other museums.

Invertebrate Zoology Division

Classes of Records

NMC-730

Acquisitions and Collections

Description: Information on the acquisition of collections and artifacts by purchase, gift, donation and exchanges. *Topics:* Policy and general correspondence; tax receipt information for gifts and donations; identifications; specific collections and artifacts by collector's name or name of the artifact; voucher specimens.

NMC-740

Publications

Description: Publications and books on research by various scientists and curators within the Division. *Topics:* Policy and general correspondence; Syllogeus; book reviews; Freshwater Molluscs; Natural History Notebook Series; Publications in Natural Sciences.

NMC-750

Loans

Description: Information on incoming and outgoing loans of artifacts and specimens to other museums, individuals and educational institutions. *Topics:* Policy and general correspondence; loan forms for specific specimens and artifacts; collection and procedures; voucher specimens.

NMC-760

Research

Description: Information on research in invertebrate zoology. *Topics:* General correspondence; research and curatorial needs and priorities; Northern research questionnaire; Museum data bank research reports; taxonomic research in invertebrates; station lists; Archives.

NMC-770

Conservation

Description: Information on the conservation and preservation of specimens through care and maintenance, the provision of a suitable physical environment for storage and correct handling and packaging procedures for their transportation. *Topics:* Policy and general correspondence; information for invertebrate specimens, both wet and dry.

Vertebrate Zoology Division

Classes of Records

NMC-780

Acquisition of Collections

Description: Information on the acquisition of collections through gift, donation, procurement, purchases and exchanges. *Topics:* Policy; gifts and donations; procurement and purchases; exchanges. *Retrievability:* Files are arranged by Section (Herpetology, Ichthyology, Mammalogy, Ornithology, and Ethology).

NMC-790

Exhibitions

Description: Information on permanent, travelling and special and international exhibitions. *Topics:* Plant Life Hall; Bird Hall; Animal Life Hall; Arctic Oasis; International Museums Day.

National Museums of Canada

NMC-800

Loans

Description: Information on loans of incoming and outgoing specimens. *Topics:* Policy; loans to be returned; loan approvals (by the Director). *Retrievability:* Files are arranged by Section (Herpetology, Ichthyology, Mammalogy, Ornithology, and Ethology). Loans within the Vertebrate Ethology Section refer to slides, photographs, etc.

NMC-810

Research

Description: Information on various research publications, manuscripts and book reviews. *Topics:* Policy; Nature Handbook; Natural History Notebook; individual listing of research publications, manuscripts, referees, book reviews and reprints by author(s).

Paleobiology Division

Classes of Records

NMC-820

Exhibitions

Description: Information on permanent, travelling, special, temporary and international exhibits. *Topics:* General correspondence; permanent - Life Through the Ages; special and temporary - International Museums Day; travelling international - Marine Mammals of the Champlain Sea (INQUA exhibit); Museumobiles.

NMC-830

Acquisition of Collections

Description: Information on acquisition of collections through purchases, gifts, donations and exchanges. *Topics:* Policy and general correspondence; Sternberg Library, Grayson Library (gifts and donations); Eli Kish paintings (originals); S. Swibold photographs (originals); B. Baker drawings of dinosaurs (originals); field notebooks, maps, photographs, drawings; dinosaur specimens; pollen and spores; Devonian fish specimens; Tertiary mammal specimens; Arnold Arboretum (Boston, Mass.), exchanges - Cornell University (Ithaca, N.Y.), Ellesmere Island Project, Kew Gardens Project; Missouri Botanical Garden. *Retrievability:* Files are arranged by section (Paleoherpetology, Quaternary Zoology, Palynology-Paleobotany and Paleomycology).

NMC-840

Conservation

Description: Information on the preservation and preparation of specimens. *Topics:* Policy and general correspondence; fossils - by section (Paleoherpetology, Quaternary Zoology, Palynology-Paleobotany, Paleomycology, Devonian fish and Tertiary mammals).

NMC-850

Research

Description: Scientific research files. *Topics:* Fossil vertebrates; fossil fungi; fossil plants, pollen and spores; conservation; general correspondence.

NMC-860

Publications

Description: Publications generated through scientific research. *Topics:* K-TEC Cretaceous-Tertiary Extinctions and Possible Terrestrial and Extraterrestrial Causes; K-TEC II Cretaceous-Tertiary Extinctions and Possible Terrestrial and Extraterrestrial Causes (Paleoherpetology); The Whole Fungus (Paleomycology and Mycology); The Pollen and Spore Reference Collection (Palynology);

Palynology of Dinosaur Provincial Park (Campanian) Alberta; Catalogue of the Pollen and Spore Exchange Collection, NMNS (Palynology); Climatic Change in Canada (related to Quaternary); Quaternary Vertebrate Faunas of Canada and Alaska and their Suggested Chronological Sequence.

NMC-870

Loans

Description: Information on incoming and outgoing short-term and long-term loans of specimens. *Topics:* Specimens for exhibit in Museumobiles; Canadian museums and galleries; international loans; Prime Minister's Office; federal government offices. *Retrievability:* Files are arranged by name of individual.

Botany Division

Classes of Records

NMC-880

Exhibitions

Description: General information on exhibitions and displays, such as the Hall of Plant Life.

NMC-890

Acquisitions of Collections

Description: Information on the acquisition of collections. *Topics:* Exchanges, donations, gifts; herbarium equipment and supplies; identification requests; annotation of specimens; determination and index; techniques; types; microfilms; fumigation; transaction summaries.

NMC-900

Research

Description: The research files of each curator in the Division - Dr. Brodo: lichenology; Dr. Ireland: bryophytes; Drs. Argus, Gillett, Haber: vascular plants; Albert Dugal: De Argus — systematic studies of *Salix*, rare and endangered plants, flora of Lake Athabasca sand dunes; lists of French, English and Latin names of plants. *Topics:* Dr. Gillett - taxonomy of *Trifolium*, Arctic wildflowers, Canadian Leguminosae; Dr. Haber - systematics of *Pyrola*; Dr. Ireland - some common bryophytes of Eastern Canada, moss flora of the Maritime provinces, moss flora of Arctic North America, endemic mosses of North America, Dicranaceae of Mexico; Dr. Brodo - lichens of Canada, Alaska and Greenland, lichens of Southern Ontario, lichens of British Columbia, and the lichens of the Queen Charlotte Islands.

NMC-910

Publications

Description: Research publications in botany (vascular plants, bryology, lichenology).

NMC-920

Loans

Description: Information on loans to other groups, institutions and universities. *Topics:* Loans in; loans out; vascular plants; bryology; lichenology.

National Museum of Man

National Director's Office

The Office is responsible for the administration and operation of all divisions within the National Museum of Man (NMM) as well as the management of the Museum's role in public programming. Attached to the office are three senior scientist positions in the fields of archaeology, folk culture and ethnology.

Classes of Records

NMC-930

Exhibitions

Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; permanent exhibitions; openings; credits; planning and scheduling; international, travelling, special and temporary exhibitions; proposed exhibitions.

NMC-940

Collections and Acquisitions

Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; prints and drawings; collections.

NMC-950

Conservation

Description: Information on the conservation of artifacts and collections of artifacts to ensure their preservation for future use and research. *Topics:* Crozier Collection; Peruvian Collection; Inuit prints.

NMC-960

Research

Description: Research information on artifact collections. *Topics:* Log cabin - Arsenic report; Ginsberg report; rock art - petroglyphs; environment and deterioration.

NMC-970

Publications

Description: Information on research publications, manuscripts and book reviews. *Topics:* Policy; Tenth Anniversary Book; Guidebook - VMMB; bilingualism in publications; Oracles; book reviews; NMM-NMNS brochure; National Museums of Canada tourist brochure.

NMC-980

Loans

Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; school loans programme; Pearson Building; Prime Minister's Residence; insurance; fine art in leased buildings.

Archaeological Survey of Canada

The Archaeological Survey of Canada (ASC) is primarily concerned with the recovery, study, preservation and presentation of information and artifacts on the prehistory of Canada. It is also concerned with the excavation of archaeologically important sites threatened with destruction by large construction projects such as roads, dams, airports or harbours. The Survey maintains a collection of scientific records, including reports, field records and photographs produced by both staff scientists and contract researchers, which is available to qualified researchers. Artifacts and other archaeological remains are catalogued and conserved on behalf of the people of Canada. The results of the research and collection programmes are disseminated

through publications such as the Mercury series, Canadian Studies Reports and the popular Canadian Prehistory series, co-published with commercial publishers. In addition, these research programmes provide the base for exhibitions, fact sheets, films, museum kits and videotapes, which convey the work of ASC to the public.

NMC-990

Exhibitions

Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; travelling exhibitions; Ethnology Hall; Canada before Cartier - Ontario prehistory; Discovery Train; Inuit Community exhibits; foyer cases; International Museums Day.

NMC-1000

Collections and Acquisitions

Description: Information on artifacts and the policy for their acquisition through purchases, gifts, donations and exchanges.

NMC-1010

Conservation

Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; storage.

NMC-1020

Research

Description: Research on archaeology and artifacts for the benefit of government and the general public. *Topics:* Policy; research proposals; foreign research; reports of completed research projects.

NMC-1030

Publications

Description: Research publications and manuscripts; also book reviews and these. *Topics:* Mercury series; Oracles; Canada's Visual History; gallery guides; popular series; video and film production; Edukits.

NMC-1040

Loans

Description: Information on incoming and outgoing loans for exhibitions. *Topics:* Policy; recovery of loans and collections (by name); Totem and house posts; rock art - petroglyphs.

Canadian Centre for Folk Culture Studies

The Canadian Centre for Folk Culture Studies (CCFCS) was established in 1969 to record and study various aspects of folk culture among all ethnocultural groups in Canada with the exception of native peoples. The Centre conducts a variety of research and collection programmes, both in-house and on contract, which ranges from the collection and analysis of oral lore to the acquisition and conservation of all aspects of Canadian Folk Life. It disseminates information through the Mercury series, Canadian Studies Reports and Oracle series. The research work of CCFCS also reaches the public through thorough exhibitions, museum kits, film, videotapes and the Canada's Visual History series. In addition, CCFCS provides professional advice and information to the scientific community and to the public at large on all matters related to Canadian folklore and folk life.

National Museums of Canada

Classes of Records

NMC-1050

Exhibitions

Description: Information on permanent, temporary, travelling and special exhibitions. *Topics:* Policy; exhibit planning and proposed exhibitions; Outdoor Museum; Orientation Hall; procedures for implementation; musical instruments.

NMC-1060

Collections and Acquisitions

Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; purchase of artifacts by year; offer to museum to purchase; musical instruments; inquiries about artifacts; inventories.

NMC-1070

Conservation

Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; research on the deterioration of artifacts due to poor environmental conditions of buildings.

NMC-1080

Research

Description: Information on research on artifacts for the benefit of government and the general public. *Topics:* Policy; research plans and programmes; field notes; culinary anthropology; archives; ethnomusicology; visual anthropology.

NMC-1090

Publications

Description: Research publications, manuscripts and book reviews and these. *Topics:* Policy; inventories; fact sheets; Canadian Studies Reports; Canada's Visual History; Music for Many a Year; Mercury series; Oracle series; popular series.

NMC-1100

Loans

Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; loans to other museums, divisions, displays, etc.; loans from other museum divisions; loans from other museums, galleries or individuals.

Canadian War Museum

In 1980 the Canadian War Museum celebrated one hundred years of recording, collecting and preserving material on the military history of Canada and nations that have been her friends and foes. In addition to collecting, identifying, cataloguing, conserving and researching artifacts from various military conflicts, the Museum undertakes research projects and maintains archival material for further study. The results of its research and collection programmes reach the public via the Mercury series, Canadian Studies Reports and a popular series of books published on a variety of military history topics.

Classes of Records

NMC-1110

Exhibitions

Description: Information on permanent, special and travelling exhibitions. *Topics:* Policy; planning and openings; texts; security; permanent galleries; proposed exhibitions; five history presentations.

NMC-1120

Collections and Acquisitions

Description: Information on artifacts and their acquisition through purchases, gifts and donations and exchanges. *Topics:* Policy; acquisitions - Army, Navy, Air Force, miscellaneous (tattoo, etc.); war art, Caftcap; exchanges of artifacts.

NMC-1130

Conservation

Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; research on the deterioration of artifacts due to poor environmental conditions; research into the best methods of conservation.

NMC-1140

Research

Description: Research on artifacts for the benefit of government and the general public; also historical research for the preparation of storylines. *Topics:* Policy; material research.

NMC-1150

Publications

Description: Information on various publications, manuscripts, catalogues. *Topics:* Historical series; Mercury series; Canada's Visual History; exhibition catalogues.

NMC-1160

Loans

Description: Information on incoming and outgoing loans for exhibitions, Armed Forces messes, government buildings, schools, theatrical groups, publishers, other museums, as well as other educational institutions. *Topics:* Policy; loans in progress, final, rejections; war art.

History Division

This Division of the National Museum of Man is concerned with researching, preserving and presenting to Canadians the social, economic and cultural history of non-aboriginal man since the beginning of European settlement in Canada. The Division has as its goal the collection and conservation of representative of artifacts highlighting Canadian material of national interest representing every region in Canada and all socio-economic groups and time periods in the nation's past. The Division also conducts historical research on material culture in its general social context to reconstitute portions of Canada's past. Publications produced by the Division help interpret and explain Canadian history and increase national self-knowledge: these include the Mercury series, two periodicals - the Urban History Review and the Material History Bulletin - which are available on subscription and popular publications such as the History of Canadian Cities series and a series of works on pre-industrial crafts which are published in co-operation with commercial publishers.

Classes of Records

NMC-1170

Exhibitions

Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; special exhibition halls during the renovation of the Victoria Memorial Museum Building; proposed exhibitions; travelling exhibitions; mobile exhibits; Discovery Train.

NMC-1180

Collections and Acquisitions

Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; boundaries of acquisition between the Museum of Man and the Museum of Science and Technology; exchanges of artifacts for exhibitions; rejections of purchases; gifts and donations.

NMC-1190

Conservation

Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; internships for training; research on deterioration of artifacts due to the poor environmental condition of buildings.

NMC-1200

Research

Description: Research on artifacts for the benefit of government and the general public. *Topics:* Policy; research proposals; reports of completed research projects.

NMC-1210

Publications

Description: Research publications, manuscripts, book reviews and these. *Topics:* Mercury series; Oracles; Urban Biography series; Canada's Visual History; Urban History Review.

NMC-1220

Loans

Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; loans in progress, final and rejected; Prime Minister's residence; Parliament Buildings, East Block; Pearson Building and other government buildings.

Canadian Ethnology Service

The traditional culture and Canadian Indians, Inuit and Métis is the focal point for the ethnographic research and artifact collections of the Canadian Ethnology Service (CANES). Research programmes concerned with the general ethnology, linguistics, material culture and ethnohistory have been carried on since the 1890s. Research projects to document cultural traditions are undertaken by both CANES and contract researchers. There is also a research collection of nearly 60,000 artifacts acquired over the last century, which are catalogued and conserved, and can be loaned to approved institutions for exhibition purposes or studied by qualified scholars and students. The scientific results of CANES programmes reach the public through the Mercury series, Canadian Studies Reports, fact sheets, films, videotapes, exhibitions, museum kits and the Canada's Visual History series.

Classes of Records

NMC-1230

Exhibition

Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; permanent exhibitions at the Victoria Memorial Museum Building; orientation hall; temporary exhibitions; invitations to openings; requests and inquiries.

NMC-1240

Collections and Acquisitions

Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; Potlatch Collection; donations to collections; collections for sale; Cowan Collection and the C.C.I.; documentation of CANES collections (NIP).

NMC-1250

Conservation

Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; research on deterioration of artifacts due to poor environmental conditions of buildings.

NMC-1260

Research

Description: Research on artifacts for the benefit of government and the general public. *Topics:* Policy; unsolicited proposals; Canadian Register of Research and Researchers in the Social Sciences; staff research program - five year projection.

NMC-1270

Publications

Description: Research publications and manuscripts; also book reviews and these. *Topics:* Permission to publish; Mercury series; Oracle series; Popular series; Activity series; Indian Art; Canadian Studies Report; Canada's Visual History; Odyssey series; Facsimile series; Jenness Tribal series.

NMC-1280

Loans

Description: Information on incoming and outgoing loans for exhibitions. *Topics:* Requests for loans; lists of forthcoming loans; approvals or rejections; loan to Cape Mudge - Rattles.

National Programmes and the Education and Cultural Affairs Division

The National Programmes Division co-ordinates the National Museum of Man's nation-wide extension programme of travelling exhibitions and museum kits while maintaining the permanent display galleries within the Museum and developing temporary exhibitions for the public in the National Capital Region. A media relations section promotes Museum activities through contacts with the media. The Division maintains a national loans collection of artifacts and exhibition material which can be lent to schools, theatre groups or exhibition centres that cannot meet the environmental requirements for borrowing material from the main museum collections.

The activities of the Education and Cultural Affairs Division (ECA) emphasize communication. The products of the research and collection activities of the NMM are interpreted to the general public across Canada through extension and information programmes. A range of material such as the Oracle series, the Activity series, Canada's Visual History series, gallery guides and other items for the

public is co-ordinated or produced by the Division. The Regional Programmes Section arranges school visits to the Museum's displays and provides public programmes which include films, demonstrations, lectures, theatre performances and an inquiry service.

Classes of Records

NMC-1290 Exhibitions

Description: Information on permanent, travelling, special and temporary exhibitions. *Topics:* Policy; exhibit planning; insurance; publicity; films, texts, labels; Brockville Documents; proposed exhibitions.

NMC-1300 Collections and Acquisitions

Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; cookbooks; the Curatorial Package.

NMC-1310 Conservation

Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Research policy.

NMC-1320 Research

Description: Research on artifacts for the benefit of government and the general public. *Topics:* Research policy.

NMC-1330 Publications

Description: Research publications and manuscripts; also book reviews and theses. *Topics:* Policy; Canadian War Museum publications; Activity series; Mercury series; copyright policy; Odyssey series; Pitselook publications; scientific publications; guide books; brochures; Vis-a-vis; popular publications; Canadian Studies Report; the VMMB Map; Colouring Book; Teacher's Guide; Who We Are, What We Do; Oracles; Visual History; Across Canada.

NMC-1340 Loans

Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; condition reports; insurance.

National Museum of Science and Technology

The Museum is designed to increase the scientific literacy of Canadians and visitors from other countries. Scientific principles and displays are demonstrated by artifacts and texts which correlate these principles with the development of technology; emphasis is on ground transportation, aviation, agriculture, shipping and industrial technologies. Collections are made available to other museums in Canada and abroad.

The Aeronautical Collection includes aircraft, engine collections and other artifacts related to the development of aviation.

Classes of Records

NMC-1350 Exhibitions

Description: Information on permanent in-house, travelling, special and international exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; agriculture; aviation and space; industrial technology.

NMC-1360 Acquisitions of Collections

Description: Information on each individual artifact and its acquisition by purchase, gift, donation and exchanges. *Topics:* Policy; correspondence; agriculture; astronomy; Aeronautical Collection; aviation and space; communications; fire engineering; ground transportation; industrial technology; marine technology; forestry technology; photographic technology.

NMC-1370 Conservation

Description: Information on the conservation and preservation of artifacts, prevention of their deterioration through care and maintenance, provision of a suitable physical environment for storage, and control of correct handling and packaging procedures for their transportation. *Topics:* Agriculture; aviation and space; ground transportation; industrial technology; marine technology.

NMC-1380 Loans

Description: Information on incoming and outgoing loans for exhibitions; also loans to government office, the residence of the Prime Minister and for special events. *Topics:* Agriculture; aviation and space; communications; fire engineering; ground transportation; industrial technology; marine technology.

Background

The National Parole Board is one part of the Canadian Criminal Justice system. This system, whose aim is to reduce criminal activity and to minimize its repercussions in society, is made up of several closely inter-related components including the body of criminal law, the judiciary and legal profession, the law enforcement agencies and the correctional service. Jurisdiction over these components is shared by all levels of government.

At the federal level, the National Parole Board is a component of the Ministry of the Solicitor General which also encompasses the Royal Canadian Mounted Police and the Correctional Service of Canada.

Laws and Regulations (Legal Mandate)

The powers of the National Parole Board are derived from the Parole Act and its Regulations for parole matters, and the Criminal Records Act for clemency matters. Limitations on the jurisdiction of the National Parole Board are found in these Acts as well as in the Penitentiary Act, the Prisons and Reformatories Act, and the Criminal Code of Canada.

In addition to exercising exclusive authority over the conditional release for federal inmates, the National Parole Board, under the Parole Act, provides parole decision-making services to inmates in provincial institutions where provincial Parole Boards do not exist, and in the two territories. At the present time, provincial boards exist in Quebec, Ontario and British Columbia.

The Board is completely independent in its decision-making role, except for the ultimate control of Parliament through the exercise of its legislative function. In support of this central role, legislation gives directions on the nature of the structure which will enable effective and independent decision making. The Parole Act and Regulations also identify the persons to whom powers and authorities will be ascribed in order to facilitate this decision making function and hence to elaborate policies, directives and procedures.

Overall Responsibilities

The program objective of the National Parole Board is to provide for the reform and rehabilitation of persons undergoing sentence of imprisonment. It serves as a national body devoted to making decisions on the granting or refusal of parole in the form of full parole, day parole or unescorted temporary absence. It may impose any terms and conditions that it considers desirable in respect to an inmate who is subject to release on parole or mandatory supervision and may revoke such release for cause.

The Board also performs investigations and makes recommendations on the exercise of clemency and the granting of pardon under the Criminal Records Act. Its responsibility for the development of policy derives from Section 25 of the Regulations which requires the Executive Committee, in consultation with the Board, to develop and promulgate policies and procedures to be followed by the Board in carrying out its duties and functions.

Glossary of Key Terms

Types of Release

There are four types of conditional release available to inmates. Three of these the Board has absolute discretion to grant, deny or revoke: temporary absence, day parole and full parole. The fourth, mandatory supervision, is the prescribed portion of the sentence which by law, entitles the inmate to serve in the community under supervision.

- Temporary absence is an occasional release from the institution for humanitarian or medical reasons.
- Day parole is a limited form of conditional release designed to assist in the preparation of full parole or mandatory supervision.
- Full parole allows an individual to complete his or her sentence in the community provided he or she satisfies a number of conditions including regular reporting to the parole officer and the police.
- Mandatory supervision is a legal right of inmates to serve a prescribed remaining portion of their sentences in the community providing they abide by conditions imposed by the National Parole Board. Should they violate conditions, they are returned to the institution.

The Decision-making Process

The decision-making process for conditional release under the Parole Act begins with a study of the inmate's case. This includes an examination of the inmate's criminal record, various police and institutional reports and community assessment reports. A review of the case by the Board generally includes a hearing attended by Board members and the inmate. Decisions to grant, deny or revoke release are rendered by Board members who vote on the case. This operation of the Board is regionalized when the number of votes required can be obtained locally; otherwise, additional votes are obtained from Headquarters in Ottawa. The decision-making process for the exercise of clemency and the granting of pardon under the Criminal Records Act begins with the receipt of a formal application from the subject and includes the review of reports resulting from up-to-date inquiries. Recommendations are submitted to the Solicitor General for final decision. This operation is processed from Headquarters in Ottawa.

The decision-making process for releasing files under the Privacy Act and the Access to Information Act begins with the receipt of a formal request at the one centralized operation centre in Ottawa, and includes the acquisition of the documents from the records holder, whether located in Ottawa or in Regional Offices, and a multiple-lines review in the Region and at Headquarters of the documents, before they are released to the applicant.

Organization

The National Parole Board has its Headquarters in Ottawa. There are five Regional Offices (Moncton, Montreal, Kingston, Saskatoon and Burnaby).

The Chairman is the Chief Executive Officer who is responsible for all National Parole Board matters.

Under the direction of the Chairman, a Vice-chairman and an Executive Director supervise Parole Board Operations and Administrative Support activities respectively.

The Board comprises 26 full-time members appointed for a period of up to ten years by the Governor in Council upon the recommendation of the Solicitor General. Several Temporary Members are also appointed in each region to assist the Board in its duties. In addition, representatives in each region (Community Board Members) are designated to act as regular Board Members when release is being considered for inmates serving sentences of imprisonment for life or for an indeterminate period.

Many of the Chairman's responsibilities for the management and administration of the Board are delegated to the Executive Director.

Through the senior regional managers, known as Regional Executive

National Parole Board

Officers, and the Director General of the Headquarters Operations Branch, the Executive Director oversees and co-ordinates the deployment of resources in direct support of the decision-making activities of the Board.

With the assistance of the appropriate manager-specialists located at Headquarters, the Executive Director also advises the Chairman, and gives leadership and direction to staff in personnel, financial, administrative and public affairs matters.

Key administrative policy and operational planning issues as well as major projects are reviewed by a Management Committee composed of all senior regional and Headquarters managers, under the chairmanship of the Executive Director.

Major Publications

- The National Parole Board (1981) - this brief overview of the National Parole Board explains its origins, administrative structure and procedures and summarizes the different types of release, the requirements which must be met for parole eligibility and the criteria for a decision favouring a release. The publication also deals with the Board's role in the supervision of parolees, the procedure followed in the case of suspension or revocation of release and the re-examination of decisions. A schedule of eligibility for parole, temporary absence and mandatory supervision is also included.

- "I'm glad you asked," 1979 - in this booklet the National Parole Board compiles a list of ten questions asked frequently by the general public and answers each in detail. The pamphlet explains such matters as the philosophy behind parole, the difference between parole and mandatory supervision and the membership of the Parole Board. The answers attempt to clarify the Board's role and dispel myths about parole.

Fact sheet on pardon (1982) - aimed at the public at large, this folder briefly explains the nature of pardon and the procedures by which it may be obtained.

Pardon under the Criminal Records Act (1981) - this booklet contains all the relevant information for an individual seeking pardon for a criminal offence. It answers 33 basic questions on the philosophy and mechanism of pardon. The booklet also reproduces the Criminal Records Act and contains an application form and a fingerprint kit.

A Guide to Conditional Release for Penitentiary Inmates (1982) - the guide presents the essential facts on the different types of conditional release and answers almost any question an inmate might have on the subject. Eligibility for conditional release and release procedures are discussed in detail.

Assistance at hearings: An introductory guide for inmates, their assistants and corrections officials (1981) - hearings are a relatively new feature of the conditional release process; this pamphlet answers basic questions on the purpose and operational procedures of the system.

- Temporary absences (1982) - the brochure, intended primarily for inmates, outlines the basic facts on eligibility for temporary absence, types of temporary absence and the conditions for such a release.

Publications can be obtained by writing to:

Director of Communications
National Parole Board

340 Laurier Avenue West
Ottawa, Ontario
K1A 0R1

or the NPB Regional Office nearest you.

Atlantic Region

National Parole Board
P.O. Box 1370
Moncton, N.B.
E1C 8T6
Telephone: (506) 388-6345

Quebec Region

National Parole Board
505 Sherbrooke Street East
2nd Floor
Montreal, P.Q.
H2L 4N3
Telephone: (514) 283-4584

Ontario Region

National Parole Board
P.O. Box 620
Kingston, Ontario
K7L 4X1
Telephone: (613) 549-3890

Prairie Region

National Parole Board
Financial Building
7th Floor
Saskatoon, Saskatchewan
S7K 0E9
Telephone: (306) 665-4228

Pacific Region

National Parole Board
4664 Lougheed Highway
Room 230
Burnaby, B.C.
V5C 5T5
Telephone: (604) 666-2121

Access Procedures

All formal requests for access to information under the Access to Information Act should be forwarded to:

Access to Information and Privacy Co-ordinator
National Parole Board
340 Laurier Avenue West
Ottawa, Ontario
K1A 0R1
Telephone: (613) 995-6921

Vice-Chairman's Office

Board Secretariat

The Secretariat co-ordinates the conception of all Board policies and monitors the implementation of national policies, records and ensures

National Parole Board

implementation of decisions made by the Executive Committee of the Board as well as the General Board, and assumes responsibility for the professional development of Board members and the development and implementation of professional standards in the decision-making process.

Manuals

- Policy and Procedures Manual - National Parole Board
- Administrative Agreements between the National Parole Board and other agencies
- Agreements on exchange of inmates with other countries
- Minutes of executive committee and general Board meetings

Headquarters Operations Division

The Division participates in multiple-vote parole decisions referred from regions, reviews, through internal review process, certain negative decisions of the Board in which it did not participate, makes recommendations on Clemency and the Royal Prerogative of Mercy to the Solicitor General for submission to the Governor-in-Council, and participates in policy decisions with a national scope.

Manuals

- Policy and Procedures Manual - National Parole Board
- Administrative Agreement between the National Parole Board and the Correctional Service of Canada

Office of the Executive Director

The Office is responsible for the planning, co-ordination and orderly management of National Parole Board activities and resources both at Headquarters and in the regions.

Manual

- Administrative Agreement between the National Parole Board and the Correctional Service of Canada

Planning and Analysis Division

The Division co-ordinates operational planning within the National Parole Board, develops policy and proposals and investigates long-range issues in accordance with directions set by the Executive Committee, and maintains an operational database and provides evaluative services for the assessment to the Board under the Administrative Agreement with the Correctional Service of Canada.

Manuals

- Policy and Procedures Manual - National Parole Board
- Department subject files system - Operational Records
- Administrative Agreement National Parole Board - Correctional Service of Canada

Case Analysis and Review Division

The Division investigates documents and analyzes inmate requests for re-examination of negative Board decisions as provided for in the Parole Regulations and Board Policy. It also notifies applicants of decisions; and advises on policy with respect to Internal Review.

Manuals

- Department subject file classification system - operational records
- Policy and procedures manual - National Parole Board

Clemency and Criminal Records Division

The Division investigates documents and analyzes applications for clemency and pardons, submits cases to the Board Members for recommendation to the Solicitor General, and advises on policy development with respect to clemency and criminal records.

Manuals

- Criminal Records Procedures Manual
- Policy, procedures manual - National Parole Board
- Department subject file classification system - operational records

Access to Information and Privacy Co-ordination Division

This Division assumes responsibility for the compilation of material required to produce the access and privacy registers, processes and adjudicates requests for access to National Parole Board information banks under the Privacy and Access to Information Acts.

Manuals

- Departmental policies and procedures
- National Parole Board - Policy and Procedures Manual

Regional Division

The Division is responsible for decisions on the conditional release of inmates and for assuring that decisions are properly executed and monitored. In addition, it participates in national policy decision reviews and approves regional programs, co-ordinates the administration and management of regional programs and operations of the Board, and manages regional resources.

Manuals

- Policy and Procedures Manual - National Parole Board
- Administrative agreement between National Parole Board and the Correctional Service of Canada
- Regional directives and programs

National Parole Board

Classes of Records

NPB-10

Operations

Description: Information on the general operations of criminal justice; automated. *Topics:* Criminal records; incarcerations; offences; rehabilitations; research and statistics; individual case files - contain personal information on parole and clemency.

NPB-20

Clemency

Description: Information on consideration for Executive Clemency. *Topics:* legal matters; statistics; individual case files (personal information).

NPB-30

Clemency - Criminal Records Act

Description: Information on inquiries and investigations desired by the Solicitor General of Canada in response to requests for pardon under the Criminal Records Act, and recommendations. *Topics:* Eligibility; hearings and submissions; inquiries; investigations; individual cases (personal information).

NPB-40

Clemency - Royal Prerogative of Mercy

Description: Information on inquiries and investigations desired by the Solicitor General of Canada in connection with any request made for the exercise of the Royal Prerogative of Mercy, and recommendations. *Topics:* Inquiries; investigations; special amnesty; submissions; individual cases files (personal information).

NPB-50

Parole

Description: Information on the release of criminal offenders on parole, mandatory supervision and temporary absences. *Topics:* Agreements and exchanges; delegation of authority; inquiries; legal matters; parole boards and systems; quality control; statistics; surveys

and studies; research and evaluation; individual cases files (personal information).

NPB-60

Parole Eligibility

Description: Information on the eligibility of inmates to be released on day parole, parole or temporary absence. *Topics:* Parole eligibility after forfeiture, revocation and termination; day parole; temporary absences; individual case files (personal information).

NPB-70

Parole - Release and Release Programs

Description: Information on aspects of the release of criminal offenders on parole, day parole, temporary absences - the terms and conditions of the parole agreements, etc. *Topics:* Day parole; deportation and voluntary departure; programs and projects - general, special; release; temporary absences; terms and conditions; individual case files (personal information).

NPB-80

Parole - Reviews

Description: Information on the parole decision making stage. It includes panel hearings or parole reviews to decide whether or not to grant parole or day parole and if either is granted, the date from which it is to be effective. *Topics:* Board reasons - federal and provincial cases; parole by exception; case preparation and analysis; hearings; internal reviews; voting; individual case files (personal information).

NPB-90

Parole Supervision - Violations

Description: Information on the supervision and violation aspects of parole, mandatory supervision, apprehension of the released inmate and recommitment. *Topics:* Apprehension and recommitment; forfeiture; mandatory supervision; revocation; supervision; supervision by after-care agencies; Community Residential Centres (CRCs) and Community Correctional Centres (CCCs); suspension; termination; individual case files (personal information).

Mandate

The National Research Council is a departmental Crown corporation with a governing Council consisting of a President and 21 members appointed by the Governor in Council. The President is supported by four vice-presidents, a current staff of about 3,100 and a budget for 1981-82 of approximately \$300 million. As the principal research agency of the federal government NRC has a broad mandate - "to promote, assist and undertake scientific and industrial research" for national development. This mandate is carried out under a wide spectrum of activities which include the performance of scientific and engineering research in response to national, economic and social needs in the fields of transportation, energy, food, building, construction, industrial innovation and development, health, security, safety and environmental quality.

Under this mandate the Council also provides direct financial and technical assistance to industry; establishes and maintains standards; provides national scientific and technological facilities for industry and universities; supports scientific and engineering research teams in core technologies; and operates a nationwide network of scientific and technical information services.

The laboratories of the National Research Council consist of eleven divisions spanning the physical and life sciences and engineering disciplines. They are located mainly in the National Capital Region, but substantial operations have been placed, or are being established, in Newfoundland, Nova Scotia, Quebec, Saskatchewan and British Columbia. Their activities encompass a wide range of scientific and engineering endeavors and while all laboratories possess similar 'housekeeping' records relating to the general administration of their operations, the detailed supporting material that is supplied in the following pages describes the information holdings that are unique to each individual laboratory.

Program Objectives

The National Research Council has two basic programs. The first, called the Scientific and Industrial Research Program, provides a national foundation for the creation, application and use of knowledge derived from the natural sciences and engineering. The second, the Scientific and Technical Information Program, facilitates the use of scientific and technical information by the government and people of Canada.

Laws and Regulations

- The National Research Council Act

Information Services

In addition to the day-to-day information exchanges that take place between the Council's research staff and the scientific community, the National Research Council has three main operations through which it disseminates information to industry, the universities and the general public. These are the Public Information Branch, the Canada Institute for Scientific and Technical Information (CISTI), and the Technical Information Service (TIS). A brief synopsis of their roles and activities is provided in the following three paragraphs, with more detailed accounts being supplied in the relevant sections of the supporting material.

General

General information on the National Research Council is provided by the Public Information Branch through its headquarters facilities in

Ottawa. This unit deals mainly with the media and the general public; contact may be made in person, by telephone, or by writing to:

Public Information Adviser
Public Information Branch
National Research Council
Administration Building (M-58)
Montreal Road
Ottawa, Ontario
K1A 0R6
Telephone: (613) 993-9101

CISTI

The Canada Institute for Scientific and Technical Information (CISTI) is Canada's focal point for the storage and retrieval of scientific and technical knowledge and is geared to provide information services to the scientific, engineering and medical communities in industry, business and government, as well as to the general public. The data is derived from millions of reference items contained in an outstanding library, a computer that holds data from Canada, the United States and other world locations, and a highly qualified staff both within CISTI and the laboratories of the Council.

The many specialized CISTI services include a personalized current awareness service; an On-line Enquiry Service which gives instant access to the various scientific and engineering databases; a Health Sciences Resource Centre which provides nationwide access to Medline - the U.S. National Library of Medicine databases in medicine and toxicology; the Interlibrary Loan and Photocopying Service; and a general reference service which provides access to the world's scientific and technical literature.

Additional information can be obtained in person, by telephone, or by writing to:

Canada Institute for Scientific and Technical Information
National Research Council
Building M-55
Montreal Road
Ottawa, Ontario
K1A 0R6
Telephone: (613) 993-1600

Automatic Answering Service

English: (613) 993-2441

French: (613) 993-2528

Regional Information Offices

Scientific and technical information, as well as advice and assistance to the Canadian manufacturing industry and the small business community in particular, is provided by the field offices of the Technical Information Service (TIS). Located across Canada and staffed by industrial engineers, these offices have access to all the resources, services and expert advice of CISTI within NRC. TIS field offices are listed below.

Winnipeg

Officer-in-Charge
Technical Information Service
National Research Council
1329 Niakwa Road
Winnipeg, Manitoba

National Research Council of Canada

R2J 3T4
Telephone: (204) 255-9610

London

Officer-in-Charge
Technical Information Service
National Research Council
Federal Building, Room 522
157 Richmond Street
London, Ontario
N6A 3E3
Telephone: (519) 434-4314

Don Mills

Officer-in-Charge
Technical Information Service
National Research Council
89 Don Mills Road, Suite 910
Don Mills, Ontario
M3C 1T5
Telephone: (416) 966-5845

Horold

Officer-in-Charge
Technical Information Service
National Research Council
Federal Building
Front Street
Horold, Ontario
L2V 3Y6
Telephone: (416) 227-7231

Kingston

Officer-in-Charge
Technical Information Service
National Research Council
Federal Building, Room 238
106 Clarence Street
Kingston, Ontario
K7L 1X4
Telephone: (613) 544-1537

Ottawa

Officer-in-Charge
Technical Information Service
National Research Council
Building M-55
Ottawa, Ontario
K1A 0S3
Telephone: (613) 993-3995

Montreal

Officer-in-Charge
Technical Information Service
National Research Council
135 Cavendish Blvd., Suite 215
Montreal, Quebec
H4B 2Y5
Telephone: (514) 482-0651

Quebec City

Officer-in-Charge

Technical Information Service
National Research Council
1535 Chemin Ste-Foy
Quebec, P.Q.
G1S 2P1
Telephone: (418) 694-3419

St. John's

Officer-in-Charge
Technical Information Service
National Research Council
30 Harvey Road
St. John's, Newfoundland
A1C 6C4
Telephone: (709) 754-1937

Charlottetown

Officer-in-Charge
Technical Information Service
National Research Council
Shaw Building
74 Rochford Street
Charlottetown, P.E.I.
C1A 7N8
Telephone: (902) 892-0351

Through contract arrangements with the provincial Research Councils, similar information and assistance is also available from:

British Columbia

Officer-in-Charge
Management Services Division
B.C. Research
3650 Wesbrook Mall
Vancouver, B.C.
V6S 2L2
Telephone: (604) 224-4331

Alberta

Officer-in-Charge
Industrial and Engineering Services
Research Council of Alberta
Terrace Plaza, 4th Floor - Office Tower
4445 Calgary Trail South
Edmonton, Alberta
T6H 5C3
Telephone: (403) 438-0666

Manitoba

Officer-in-Charge
Industrial Technology Centre
Manitoba Research Council
533-155 Carlton Street
Winnipeg, Manitoba
R3C 3H8
Telephone: (204) 944-2031

Saskatchewan

Officer-in-Charge
Industrial Services Division
Saskatchewan Research Council
30 Campus Drive
Saskatoon, Saskatchewan

National Research Council of Canada

S7N 0X1
Telephone: (306) 664-5400

Ontario

Officer-in-Charge
Industrial Productivity Services
Department of Engineering
Ontario Research Foundation
Sheridan Park Research Community
Mississauga, Ontario
L5K 1B3
Telephone: (416) 822-4111

Quebec

Officer-in-Charge
Centre de recherche industrielle du Québec (CRIQ)
245 boulevard Hymus
Pointe Claire, P.Q.
Telephone: (514) 694-3330

Officer-in-Charge
Centre de recherche industrielle du Québec (CRIQ)
333, rue Franquet
Quebec, P.Q.
G1V 4C4
Telephone: (418) 659-1550

New Brunswick

Officer-in-Charge
Management Services
Research and Productivity Council
P.O. Box 6000
Fredericton, New Brunswick
E3B 5H1
Telephone: (506) 455-8994

Nova Scotia

Officer-in-Charge
Industrial and Information Services
Nova Scotia Research Foundation Corporation
100 Fenwick Street
Dartmouth, Nova Scotia
B2Y 3Z7
Telephone: (902) 424-8670

Access to Information Co-ordinator

The National Research Council currently responds to thousands of enquiries a year through the established services described above, and this practice will continue. In addition, the NRC now has an Access to Information Co-ordinator whose principal duty will be to ensure that those people whose requirements for information are not met by existing services will be able to exercise their legal rights to obtain information under the legislation.

The NRC Co-ordinator for Access to Information oversees the Access to Information function at the Council, including the preparation of the entry for the Access Register, service to the public wishing to obtain access to information, the determination of exemptions and third party notifications, responses to enquiries from the Information Commissioner, appeals before the Federal Court, and the Report to Parliament. Enquiries concerning the administration of the Access to Information Act within the National Research Council should be addressed to:

Access and Privacy Co-ordinator
National Research Council
Administration Building (M-58)
Montreal Road
Ottawa, Ontario
K1A 0R6
Telephone: (613) 993-0496

President's Office

The President is the Chief Executive Officer of the National Research Council and has supervision over and direction of the work of the Council and of the officers, technical and otherwise, appointed for the purpose of carrying on the work of the Council.

Classes of Records

NRC-10
President's Office

Description: Information on visits, lectures, gifts, interviews; correspondence with the Minister; outside enquiries on selection of staff; correspondence and minutes on Board memberships.

Council Secretariat

The Secretariat provides a number of corporate services including administration for the governing Council and the Executive Office; committees of Council including standing committees, advisory committees and advisory committees, as well as the Management Committee.

Additional Secretariat functions include Legal Services, Internal Audit, External Audit, Parliamentary and Ministerial Services, History and Archives.

NRC-20
Council Secretariat

Description: Documents on Council membership, meetings and agenda; ad hoc and advisory committees of Council; divisional advisory boards; follow-up of Council decisions; and correspondence with Minister's Office, Privy Council Office and Members of Parliament and the Senate Committee on Science Policy. Information on legal advice, patents, audits, Associate Committees and archival material. *Topics:* General administration; National Research Council committees; memoranda to Cabinet and decisions; history and archives; legal services; audits; and Associate Committees.

Executive Vice-President

The Executive Vice-President has the overall responsibility for the operation of all NRC laboratories and research institutes, as well as research programs carried out across a number of laboratory divisions (Interlaboratory Programs).

The other main areas of responsibility are the financial, program planning and accounting as well as related operations such as tactical studies.

NRC-30
Executive Vice-President

Description: Working papers, memoranda and correspondence with federal and provincial government departments, universities and

industry on research policy and planning as it concerns the mandate of the National Research Council. *Topics:* Research policy and planning; Tactical Studies Group.

Atlantic Research Laboratory

The Atlantic Research Laboratory (ARL) is composed of 12 laboratory sections and their administrative support services, as well as a seaweed culture station located at Fink Cove near Sambro, Nova Scotia. The Director's Office is responsible for the overall operation of the ARL and the Seaweed Culture Station, including policy, planning, program forecasting, estimates, contracts, interaction with the scientific and university communities.

Classes of Records

NRC-60

Director's Office

Description: Director's working files include material on the operation of individual sections, i.e. research and development and project planning; travel and conference files; working files on various associations and institutes of which the Director is a member; NRC committees, i.e. Tactical Studies Committee, etc. *Topics:* General correspondence; Atlantic Provinces Council on the Sciences (APICs), Canadian Society of Microbiologists, Federal Institute of Management, International Peat Society, etc.; general files on research and development as it pertains to individual sections; files by subject interest, i.e. Peat, aquaculture, etc. (containing such things as newspaper clippings, industry reports, etc.); general correspondence from various divisions within NRC, by Division; working files on Five-Year Plan; and forward planning.

Administrative Services

Administrative Services is responsible for plant engineering services at the Atlantic Research Laboratory and at the Seaweed Culture Station at Fink Cove, N.S., as well as general administrative services, maintenance, financial services, library services, and stores (purchasing); photography and drafting services; personnel services.

Manuals

- SOPP
- Financial Management Manual

NRC-50

Administration

Description: Correspondence, memoranda, requests, minutes, and technical reports. *Topics:* Plant engineering; requests (analyses, chemicals and cultures, scientific information); cultural organizations (conferences and symposia meetings); scientific societies and institutes; committees (health and safety, scientific committees); Summer Job Corps Programs; Seaweed Culture Station files (basically engineering and maintenance); unpublished manuscripts; financial services; and personnel files.

Analytical Chemistry

The primary objective of the section is to develop chemical reference materials and improved methodology for the analysis of seawater and marine materials for use by marine scientists, government regulatory agencies and industry. The work is done in co-operation with the Analytical Chemistry Section of the Division of Chemistry and most

of the work is contracted out. A Committee on Marine Analytical Chemistry with representatives from commercial firms, universities and government meet annually, monitor the program and provide advice. Secondary objectives are to improve the analytical chemistry competence in industry and universities and to provide the research programs at ARL with an analytical capability. A special series of research reports and situation reviews are published.

NRC-60

Analytical Chemistry

Description: Information on scientific investigations and analyses and the management of the Marine Analytical Chemistry Standards Program, including the distribution of reference materials and reports. *Topics:* Research and development contracts; publications; conferences and symposia; requests, translation, visits, grants and committees. *Retrievability:* Mass spectral data stored on 2T-12 sector discs (double density; 5 megabyte capacity), formatted for an INCOS data system.

Biophysics

The objectives of the Section are to improve the understanding of molecular interactions of water with other molecules, biopolymers and ions, and to determine how hydrogen bonding and motion of water in the liquid and absorbed states affects processes in the living cell and chemical reactions. Infrared spectroscopy is particularly well suited to such studies as the water molecule has an intense infrared absorption spectrum. Current work includes development of methods for computer analysis of band profiles, a new model of band widths in hydrogen-bonded crystals and the state of water in cellulose acetate membranes.

NRC-70

Biophysics

Description: Research files of published and unpublished results; bibliographical surveys; correspondence and memoranda. *Topics:* Infrared spectroscopy; water in biological systems; and hydrogen bonding.

Chemistry of Marine Algae

This Section investigates the separation, identification and analysis of the organic constituents of marine plants. Specifically, membrane components and light harvesting pigments are being examined from several different aspects - their structure and distribution, their biosynthesis, and their function.

NRC-80

Chemistry of Marine Algae

Description: Information on general correspondence, seminar notices, receipts for chemicals and equipment, reprints and information relating to research on the structure, biosynthesis and function of pigments, membrane components, and marine natural products. *Topics:* General correspondence; seminars; chemicals and equipment; algal metabolites; hydrocarbons; fatty acids; sterols; carotenoids; isoprenoids; aromatics; toxins; drugs; cyclic peptides; tetrapyrroles; biosynthesis; ¹³C nuclear magnetic resonance (NMR) spectroscopy; mass spectrometry; chromatography; synthetic techniques; and chemotaxis.

Chemistry of Natural Products

The emphasis of the Section is on the development and application of nuclear magnetic resonance (NMR) techniques and the use of stable isotopes to the solution of biological and chemical problems. Part of the work is directed at improving the capability of the main instrument (Varian XL-100/15) for experimental work and to maintaining

continuous-wave and pulse Fourier-transform NMR spectrometers for routine measurements. The instruments are used in collaborative studies on determining structures and conformations of natural products employing magnetic isotopes, and studies on chemical catalysis and synthesis, including that of silicon in biological and metallurgical systems.

NRC-90

Chemistry of Natural Products

Description: Correspondence, memoranda and technical reports on the development and application of nuclear magnetic resonance techniques and the use of stable isotopes for the solution of biological and chemical problems. *Topics:* Nuclear Magnetic Resonance (NMR); biological, synthetic and chemical applications; instrumentation and techniques; theory; biosynthetic studies of natural products from algae, fungi, bacteria; chemical studies (molecular structure) of natural products, organic and inorganic compounds (silicates).

Genetics of Marine Algae

The objective of the Section is to study the genetics of specific seaweeds and apply that knowledge to the breeding of improved plants. Two different red algae, *Gracilaria tikvahiae* (a source of agar) and *Palmaria palmata* (a condiment) have been selected for experimental study. Morphology and pigmentation mutations are used as markers for mapping the chromosomes.

NRC-100

Genetics of Marine Algae

Description: Basic research notes and pedigree data of algae (mostly published in scientific journals), general correspondence, equipment instruction manual, data from experiments and lab equipment.

High Temperature Chemistry

The Section conducts research directed at obtaining a better understanding of the physics and chemistry of reactions at high temperatures, particularly reactions of importance to pyrometallurgical processes and the structure of the materials. The emphasis is on the kinetics and equilibrate of metallurgical processes, particularly gas-metal and slag-metal interactions and on studies of the thermodynamics and constitution of metallurgical slags and glasses.

The group also performs research on specific problems of local industry. The latter involves links with the Sydney Steel Corporation, Brunswick Mining and Smelting, and the Noranda Research Centre. An improved method for lowering the hydrogen content of steel rails is being developed under a PILP contract with the Sydney Steel Corporation.

NRC-110

High Temperature Chemistry

Description: Working files in areas of metallurgical chemistry and coal. *Topics:* Correspondence; minutes and proceedings of meetings; research agreements or contracts; bibliographic material on metallurgical chemistry, coal chemistry and general physical chemistry.

Instrumentation

This Section provides engineering and technical co-operation with the divisional research program through; design and development of special equipment and devices; application of new techniques; modification and improvement of existing instruments; maintenance of certain specialized instruments used by other sections; provision, on a limited scale, of electronic and mechanical calibration and standards;

and co-ordination of equipment used for data acquisition and computation.

NRC-120

Instrumentation

Description: Working papers on scientific instrumentation.

Lichenology

Lichenology encompasses the field of algology and microbiology, a study of the mutual relationships between certain species of green algae and fungi that form single symbiotic plants. The study of the Section is directed at detecting, isolating and characterizing the dominant substances synthesized by the lichens, their usefulness in chemotaxonomy, and to the separation and study of the physiology of the algal and fungal symbionts.

NRC-130

Lichenology

Description: Correspondence and working papers on algology and microbiology. *Topics:* Chemistry of lichen substances; taxonomy and distribution of peat mosses; infrared and mass spectra of lichen substances; nuclear magnetic resonance spectra; collection of peat mosses from Canada.

Marine Botany - Physiology and Biochemistry

The research of the Section is directed at obtaining and applying information about the biochemical transformations that occur in specific algae, the mechanisms by which the plants control these processes, and the effect of varying the nutrient supply, light and temperature. The facilities of the Seaweed Culture Station are used to grow plants under controlled conditions to obtain experimental material. The section is responsible for the PILP contract and co-operative work with Marine Colloids on developing the patented process for the commercial cultivation of *Chondrus crispus* (Irish moss).

NRC-140

Physiology and Biochemistry

Description: General correspondence, reprints, product information, reviews of scientific papers and experimental data in laboratory notebooks relating to the work of the Section. *Topics:* Synthetic organic chemistry; algal chemistry and physiology; Mass Spectra; GC Mass Spectra; and equipment. *Storage Medium:* Hard disc (Finnigan); Floppy disc (NMR). *Retrievability:* Subject, project or equipment.

Marine Botany - Systems and Ecology

The Section's tasks include the determination of the distribution, ecology and systematic relationships of marine algae in the Atlantic Region, examination of ecological factors affecting growth, determination of life cycles of species having potential importance and maintenance of a herbarium. Field investigations are often conducted in co-operation with other scientists in universities or other government agencies. The Section administers the Summer Job Corps Program (Employment and Immigration) in co-operation with Acadia University and is investigating the deterioration of the Irish moss and *Furcellaria* beds in P.E.I. in co-operation with P.E.I. Seaweeds Ltd. and the provincial Department of Fisheries.

NRC-150

Marine Botany - Systems and Ecology

Description: Correspondence, memoranda, technical reports, contracts and agreements. *Topics:* Contracts, requests for analyses,

National Research Council of Canada

chemicals and cultures; scientific information, conferences and symposia meetings, scientific societies and institutes, manuscripts; Summer Job Corps Program (by year and project leader); Herbarium; Irish Moss.

Microbiology

The Section conducts research on the isolation and identification of fungi that produce animal and microbial toxins from soil and herbage. The toxins produced from pure cultures grown in the laboratory are being isolated and their chemical structure and toxicity determined. In co-operation with Agriculture Canada, the work has revealed that such toxins are partly responsible for low growth rates of ruminants on maritime pastures in the summer months. Work is now directed at analyzing the effect of crop rotations and pasture management on the soil microflora.

NRC-160

Microbiology

Description: Working files on isolation, identification and ecology of soil fungi and on isolation, structure determination and toxicity of fungal metabolites. *Topics:* Correspondence; taxonomy and ecology of soil fungi; production and isolation of fungal toxins; structure determinations; toxicity of fungal metabolites.

Physical Analysis

The initial emphasis of this Section is on the provision of electron microscopy and X-ray diffraction services to the staff of the laboratory, particularly to the marine biologists and metallurgists, and to scientists in other institutions. Research on the development and application of low temperature X-ray diffraction has commenced. This program was initiated to meet the needs of the laboratory for a capability of conducting electron microscopic and X-ray diffraction analyses.

NRC-170

Physical Analysis

Description: Essentially, no records are kept by this group. It is oriented to serve other sections within the Laboratory, and its records consist of working papers on manuscripts being written and on publications in journals.

Division of Biological Sciences

Director's Office

The Division is composed of fourteen laboratory sections and supporting services. The Director's Office is responsible for the administration and operation of the Division. By directing and correlating activities in the areas of policy, planning, program forecasting, estimates, contracts, etc., it contributes to the main function of the Division which is to conduct research in the biological sciences directed towards new knowledge, and with applications to industry, health, and environmental standards.

Classes of Records

NRC-180

Administration

Description: Documents on the operation of the individual laboratory sections such as project planning and reports, program forecasts, studies in industrial microbiology, travel and seminar information,

etc. *Topics:* General correspondence, policy, visits, technical enquiries, administration and operation, technical support - e.g. supplies and equipment, and safety committee.

Animal and Cell Physiology

The Section carries out endocrine and ionic regulation of cell proliferation in bone marrow, kidney, liver, peripheral lymphocytes, thymus, tumours and cells in culture with the objective of understanding why cells divide. One possible medical application would be in the area of the detection and treatment of cancer.

NRC-190

Animal and Cell Physiology

Description: Information on cell physiology, cell proliferation and biochemistry.

Animal Facility

This Section's research involves the immunogenic potential of microorganisms causing diseases in animals with the aim of producing immunoprophylactic (disease-protective) agents.

NRC-200

Animal Care and Research

Description: Information on the basic care and health of research animals, and on immunological research in relation to animals. *Topics:* General correspondence and policy on animal care and research.

Food Technology

This Section conducts research on the microbiological degradation of food and animal wastes with a view to developing a continuous supply of fuel from waste materials. In addition, it carries out investigations on the preservation process as it applies to fruits, vegetables and meats; and seeks ways to maintain the quality of foods during handling, transportation and storage.

NRC-210

Biomass and Food Technology

Description: Information on research related to the freezing and storage of meat; anaerobic degradation of cellulose to methane and chemical feed stock; anaerobic waste treatment, and vegetable storage studies. *Topics:* General correspondence, refrigerated transport, food plant waste treatment, fermentation and aeration, research and development of bacteriological sampling device, industrial utilization of agricultural fats and oils, bacon.

Biomathematics

The Section performs mathematical analyses of biological systems; genetic code and protein sequence analysis; theoretical studies of molecular mechanisms; pollutant transport models; and statistical analyses in connection with experiments carried out in other sections of the Division.

NRC-220

Biomathematics

Description: Correspondence and laboratory notebooks containing information on statistical analysis and mathematical modelling. *Topics:* Biometrical investigations, research in agricultural meteorology.

Cell Biophysics

The Section carries out investigations into the fine structure and function of cell organelles and macromolecular components, fibrogenesis of pectin, chitin, and especially cellulose; localization of lipids and phenols, and morphogenesis of specific cell aggregates and tissues.

NRC-230

Cell Biophysics

Description: Information on research activities in cellulose biosynthesis, methanogenic bacteria, macromolecules and biophysics generally. *Topics:* Biophysics; macromolecules; methanogenic bacteria.

Ecotoxicology

The Section conducts research on the pathways of pollutants through the environment; transformation in sediment, water, air and biota; mechanisms of toxicity and interactions, especially of heavy metals; and hazard assessment of environmental contaminants.

NRC-240

Ecotoxicology

Description: Information on methylmercury experiments, photosynthesis, translocation, DDT uptake by freshwater organisms, and various experiments on pollutants in the Ottawa River. *Topics:* Freshwater ecology, biocide, plants.

Environmental Physiology

The Section conducts research into the metabolic and acclimative processes resulting from exposure to cold environments.

NRC-250

Environmental Physiology

Description: Information on the metabolic and acclimative processes resulting from exposure to cold environments. *Topics:* Physiology of rat interscapular brown adipose tissue; and others.

Environmental Secretariat

As an aid to regulatory agencies, the Environmental Secretariat compiles and analyzes published scientific data for use in establishing cause and effect of pollutants in the environment. Published criteria and monographs concern areas such as radioactivity in the environment, effects of pulp and paper wastes on aquatic life, the formation, transport and effects of photochemical air pollution, and other discussions regarding doses and effects of environmental pollutants.

NRC-260

Environmental Studies

Description: Working papers and bibliographic material in the areas of heavy metals, physical energy phenomena, pesticides, water, air, fluoride, and biology generally, on which criteria and monographs are published. *Topics:* Correspondence, minutes and proceedings, membership, terms of reference of the Environmental Secretariat, the Associate Committee on Scientific Criteria and its sub-committees and working groups on physical energy phenomena, air, metals, water, pesticides, toxicology; inventory of pollution research in Canada and abroad; contract-based research proposals; research agreements or contracts; trace element metabolism; NRC-PCB Study (Regina). *Retrievability:* Research contracts broken down by company name.

Microbiology and Immunochemistry

The activities of this Section centre on research projects such as the bacterial conversion of cellulose to ethanol and methane, the study of synthetic carbohydrate antigens, and the topics below.

NRC-270

Anaerobic Microbiology and Immunochemistry

Description: Information on microbiology, immunology, and immunochemistry. *Topics:* Anaerobic microbiology; characterization, nutrition and physiology of fastidious anaerobes; intermediary metabolism of methanogens, bacterial conversion of cellulose to ethanol and methane; chemostat studies of physiology and enzyme activity of cellulolytic bacteria; immobilization of microbial cells; mechanism of bacterial pathogenesis; isolation, purification and characterization of enterotoxins; physiology of enterotoxigenic micro-organisms; polysaccharide and protein antigens of pathogenic bacteria; isolation, structure and specificity; synthetic carbohydrate antigens; monoclonal (hybridoma) immunoglobulins; study of oligosaccharide-immunoglobulin specificity through conformational analysis; stock culture collection.

Microwaves

The Section conducts research on the biological effects of microwaves. Investigations include the effects of microwaves on the exchange of substances between the brain and its blood supply; heart rhythm and the neural mechanisms modulating heart rate, including behavioral approaches; and the physiology of isolated nerve and muscle preparations.

NRC-280

Microwave Research

Description: Information on the biological effects of microwaves. *Topics:* General correspondence; brain uptake index studies with radiotracers; blood-brain barrier opening studies; cerebrovascular permeability-area measurements with C-14 sucrose in rats exposed to 2450 MHz CW microwaves; cerebrovascular PA measurements with sucrose in rats; and radio iodinated bovine serum albumin experiments.

Molecular Biochemistry

The Section conducts research into the structure and mechanism of action at the molecular level of antibodies, enzymes, proteins and nucleic acids using biochemical and kinetic techniques; laser-Raman and luminescence spectroscopy; laser-flash photolysis; circular dichroism; and synthesized peptides. Its activities also include research on enzymic hydrogen production; immobilized enzymes; and affinity chromatography.

NRC-290

Molecular Biochemistry

Description: Information on studies on nucleic acids, proteins, photo-physics, fluorescence spectra, effects of radiation on enzymes, investigation on hydrolysing enzymes, experiments in bio-organic chemistry, resonance Raman studies, biochemistry of proteins and membranes, radiation chemistry and photosynthesis of biological compounds.

Molecular Biophysics

The Section investigates the molecular structure and mode of action in biological systems 'in vitro' and 'in vivo' NMR, electron spin resonance (ESR), infrared, Raman and ultraviolet absorption spectroscopy, membranes, peptide hormones, polysaccharide antigens and nucleic acids.

National Research Council of Canada

NRC-300

Molecular Biophysics

Description: Information on research involving the use of NMR resonance and ESR techniques.

Molecular Genetics

The Section investigates the 'in vitro' synthesis of biologically active DNA; the development and application of improved recombinant DNA techniques for the insertion and expression of genes; the structure and function of chromosomes of eukaryotes - in particular those of yeast; and the control of gene expression at the levels of transcription, translation, and cellular expression.

NRC-310

Molecular Genetics

Description: Correspondence, memoranda, etc. relating to recombinant DNA, yeast genetics, and protein sequencing. *Topics:* Cell physiology, cell proliferation, physiology, and biochemistry.

X-Ray Crystallography

The Section conducts research into the structure-function relationships in biological systems; the determination of chemical pathways and conformational preferences; and the stereochemistry of molecules of biological significance through X-ray crystal structure analyses.

NRC-320

X-Ray Crystallography

Description: Information on crystal structures, X-ray analyses, and protein work. *Topics:* X-ray crystallography, crystallographic computing. *Storage Medium:* Computer printouts and X-ray films.

Division of Building Research

Director's Office

The Division provides a research service to the construction industry in Canada. It is organized on a multidisciplinary basis to cover the subject areas of energy and services, building materials, structures, noise and vibration, fire, geotechnique, building performance, codes and standards, and information dissemination. A considerable amount of this information is published by the Division on a continuing basis and is available from the Ottawa laboratories and the Regional Stations across Canada.

The Director's Office is responsible for the direction and operation of the Division by managing and correlating activities in the areas of policy and planning.

Classes of Records

NRC-330

Director's Office

Description: Documents on the operation of the individual sections, advisory bodies, R&D studies and seminar or workshop information. *Topics:* The American Society for Testing and Materials; International Standards Organizations; C.I.B.; Construction Industry Development Council; minutes of the Board of Directors; NRC 5-year plan; sectional program and budget submissions; divisional annual reports; proceedings of council; R&D for engineering in cold regions; divisional Planning Committee notes; and Canada Mortgage and Housing Corporation - Division of Building Research reports.

Administration

The Section provides the Director's Office and the staff of the Division with support services in the areas of personnel, finance, purchasing, shops and building maintenance.

NRC-340

Administration

Description: Personnel data on all members of staff, financial reports and performance records, purchasing documents, travel authorizations and correspondence and documents on the shops and building up-keep.

Building Materials

The Section provides basic information on the properties and behavior of building materials, assists in the preparation of standards and specifications, develops test methods to evaluate the performance of various building materials and assists industry and other agencies in solving problems of national importance.

NRC-350

Building Materials

Description: Information on the characterization and evaluation of the performance of materials such as concrete, sealants, paints, plastics, roofing materials and clay brick through the use of chemical, physical and mineralogical techniques. *Topics:* The performance of clear and pigmented coatings; basic engineering properties of concrete; durability to frost-action in concrete and other porous materials; properties and performance of joint materials; characterization of building materials by their microstructure and composition; processes of degradation of organic building materials; performance of concretes as related to the chemical processes in cements; physical and mechanical properties of repair systems; performance of Canadian aggregate; performance of concrete in the presence of aggressive solutions; weathering factors and accelerated test methods for assessing durability of organic building materials; durability of cover and absorber materials for solar collectors; physics of coating formation and adhesion, and the durability of structural clay products.

Building Performance

The Section is primarily concerned with the development of information to aid the designer and builder in realizing practicable, cost-effective, occupant-safe and useful buildings. The range of activities necessary to achieve these objectives involves consideration of the design and construction process; observation and analysis of the operation, use and performance of actual buildings; and direct communication with the industry to promote the application of knowledge of buildings.

NRC-360

Building Performance

Description: Information on the design and construction process and the observation and analysis of the operation, use and performance of actual buildings. *Topics:* Movement of people in buildings; occupancy classification and standards; development of building details; metric conversion for building design; user problems and activities; study of building-use information in the design process; occupant behavior and building emergencies; development of design aids; and thermal up-grading of houses.

Building Structures

The objective of this Section is to provide information on structural aspects that are common to all buildings, mainly to satisfy the needs

of structural designers and building code authorities. Studies of wind effects on full and model-scale buildings and snow loads on roofs are given particular attention. Results of this work help in the continuing improvement of the design values used in the National Building Code and its Supplement.

NRC-370

Building Structures

Description: Information on the introduction of "limit states design" into Canadian structural codes and standards and the development of improved serviceability criteria based on risk considerations, including the investigation into the variability of masonry strength. *Topics:* Case histories of structural failures and problems due to differential movement in buildings; structural safety and serviceability; snow loads on roofs; wind effects on buildings and structures; failure of structures and progressive collapse; masonry research; wind tunnel studies of buildings; and others.

Codes and Standards

The Group comprises the Codes Technical Section, which oversees the Division's technical contributions to the Committees responsible for the preparation of the National Building Code (NBC) and the National Fire Code (NFC) and undertakes studies relating to the special needs of these Codes, as well as providing technical assistance in the production of the various Code documents; a Codes Secretarial Service which provides the necessary secretarial support to the Associate Committee on the NBC, the Associate Committee on the NFC, and the Canadian National Committee on Earthquake Engineering, and the auxiliary Technical Committees responsible to these Associate Committees; and editorial, translation and distribution and records units which handle the production and distribution of the Codes and their associated documents.

NRC-380

Codes and Standards

Description: Information on topics related to the operation of the Codes Technical Section, the Codes Secretarial Service and the Editorial, Translation, Distribution and Records Units. *Topics:* Technical information and advice to Code Committees; Code requirements for Committee consideration; replies to Code inquiries and requests for interpretation; seminars and conferences on the NBC and NFC; the continuing review of the Code documents in the light of developments in building design and technology to determine the areas which may require expanding or updating to keep them current; technical studies to provide information needed in preparing new or improved Code requirements.

Energy Conservation R & D

This Unit is responsible for managing some contract work that falls outside the scope of any single research section and the administrative support for the work related to energy conservation in the Division.

NRC-390

Energy Conservation R & D

Description: Information on contract work available through CISTI and administrative support. *Topics:* Indoor environmental criteria; energy conservation - commercial; contracts; energy conservation standards for buildings; research studies; UFFI (Urea-Formaldehyde Foam Insulation); general correspondence.

Energy and Services

The objective of the Section's research work is on the economic operation of buildings with the minimum of energy consumption at acceptable interior environmental standards.

NRC-400

Energy and Services

Description: Information on studies related to energy conservation in offices, schools, retail stores and apartment buildings and two aspects of the interior environment, illumination and air quality. *Topics:* Air movement in buildings; ventilation; lighting energy conservation; visual performance; energy targets for existing office buildings; service-water heating; case studies of energy use in buildings; energy analysis and monitoring in supermarkets; and smoke movement in tall buildings.

Fire Research

The Section is responsible for conducting research aimed at reducing the life and property losses by fire in Canada. High priority is given to subjects related to the National Building Code, as it is through building regulations that the greatest progress can be made toward the provision of fire safety.

NRC-410

Fire Research

Description: Correspondence and laboratory data on the development and revision of standard methods of fire tests and research activities which include fire performance on structural components, flammability of materials, products of combustion, growth of fire, and the influence of fire risks on the overall design of buildings. *Topics:* Thermal decomposition of polymers; behavior of building component in fire; evaluation of fire behavior of plastic components; flammability studies; fire performance information; production and movement of smoke in fire; fire protection features of buildings; development of fire combustion of organic materials; toxicity of combustion products; fire resistance safety factors; restraint and fire severity; and commercial test reports.

Geotechnical Section

The Section provides a research service to the construction industry in Canada in the use and behavior of earth materials. Studies involve mineral and organic soils, peat, rock, permafrost, snow and ice, and the influence environmental factors and human activity have on these materials.

NRC-420

Geotechnical Section

Description: Information on mineral soils, rock, permafrost, snow and ice, manuals on engineering practice, codes and standards. *Topics:* Deformation and stresses in soils; soil strength and rapid failures; deep foundations and excavations; regional soil conditions; frost action in soils; permafrost distribution and environmental studies; structure in permafrost; deformation and failure of fresh water ice; ice engineering; avalanche engineering; deformation and strength of frozen and thawing soils; ground thermal regime; frost heavy studies in northern regions; tunnelling and underground construction; physico-mechanical processes in frozen soils; rheology and strength of saline ice; avalanche hazard evaluation; and ground heat storage.

Instrumentation

The objectives of the Unit are to provide expert advice and consultative service on instrumentation and system design to Building Research Sections, to co-ordinate selection and purchasing of new equipment and to provide technical support for the proper maintenance of instrumentation and related equipment. These objectives are pursued through two main areas of activity: general instrumentation and computerized data acquisition and control systems.

NRC-430

Instrumentation

Description: Information on the Division's calibration and standards facility, the instrument pool for loans, the maintenance and repair shop and the co-ordination and advisory services provided to the Division.

Noise and Vibration

This Section is concerned with problems of vibration and acoustics as related to buildings. Research proceeds at three levels: studies of basic physical processes of propagation of sound and vibration in buildings; studies of responses of people to sounds and vibrations in their environment and establishment of quantitative physical descriptors that correlate with human response; and development of standard methods of measurement of the requisite physical descriptors.

NRC-440

Noise and Vibration

Description: Information on field measurements of the sound absorption and transmission properties of buildings and building elements and research in vibration related to experimental studies of the response of actual structures under dynamic excitations, such as those provided by wind and road traffic. *Topics:* Development of impact test for floors; acoustical test methods; development of noise criteria; insulation of buildings from external noise; determination of dynamic response characteristics of structures; measurement of sound power of noise sources; outdoor noise propagation; reverberation room acoustics; vibration problems in buildings; earthquake engineering; and commercial test reports.

Regional Stations

The main objective of the Regional Stations is to provide technical information to the construction industry in the Atlantic, Prairie and British Columbia regions in connection with improved design, the construction and operation of buildings and other structures. This objective is pursued through applied research projects and technical information services. The Stations provide a communication link between the design professions, construction agencies, users of buildings and the Building Research Centre in Ottawa.

NRC-450

Regional Stations

Description: Correspondence and material on technical enquiries, lectures, and seminars; information on the study of building materials and systems in real service or controlled laboratory environments at the Prairie Regional Station. *Topics:* Atlantic Station, Halifax - masonry studies in Atlantic Canada; technical enquiries; National Building Code; National Fire Code; Field Study Reports. Prairie Station, Saskatoon - behavior of flat roofing systems and components; shallow foundations on active subsoils; concrete in soils of high sulphate content; compression characteristics of glacial deposits in Western Canada; condensation in buildings; heat and moisture balance in buildings. B.C. Station, Vancouver - technical enquiries, National and Fire Codes; Field Study Reports.

Technical Information

This Group has two main tasks: to provide library, editorial, drafting, photography and graphic art services to the Division; and to provide the construction industry with published information on building technology and to promote technology transfer generally.

The Library, which is a branch of CISTI, provides services to over one hundred DBR research staff and is available as a basic source of information for the construction industry. The Publications Unit is responsible for editing, processing and distributing all DBR publications. The Graphics Unit provides all drafting, photographic and graphic art services. Technical inquiries from the construction industry are answered by the Technical Information Unit.

NRC-460

Technical Information

Description: Information on the activities of the Divisional Library, the Publications Unit, the Graphics Unit and the Technical Information Unit. *Topics:* Reference service; loans; information retrieval; periodical subscriptions; acquisitions; translation requests; abstracts, digests; Research News; Housing Notes; Canadian Building Series; Manual on Metric Building Drawing Practice; requests for information; preparation of publications and reports.

Thermal Performance

The Section aims to develop information on methods for saving energy in new and existing residential buildings with a minimum of resultant problems. The specific objective is to reduce consumption of oil, both by conservation and by substitution of other heating systems.

NRC-470

Thermal Performance

Description: Information on the development of test methods and performance standards for solar heating equipment, validation of solar heating models, the study of passive solar heating methods, computer studies and monitoring of real buildings to determine the effect of building construction features and occupancy on energy consumption in residential buildings and the study of heat pump heating systems in residential buildings. *Topics:* Monitoring and analysis of active solar heated buildings; solar collector colorimetry; passive solar heating; HUDAC Mark XI project; ENCORE-CANADA house heat load program; energy consumption in real houses; basement studies; and the applications of electrical energy for space and water heating in residential buildings.

Thermal Properties

The Section is responsible for developing and operating facilities for determining the thermal characteristics of building materials and components such as walls, windows and doors.

NRC-480

Thermal Properties

Description: Information on the development of methods for testing materials and components, standards committees for building materials and committees on thermal techniques. *Topics:* Hygrothermal properties of materials; hermetically sealed multiple glazing; thermal performance of walls and windows; and commercial testing reports.

Chemistry Division

Director's Office

The Chemistry Division is composed of 16 laboratory sections and supporting services.

The Director's Office is responsible for the administration and operation of the Division. By directing and correlating activities in the areas of policy, planning, budgets, program forecasting, etc., it contributes to the main function of the Division which is to conduct research in the chemical sciences with applications to the scientific community at large and to industry.

Classes of Records

NRC-490

Administration

Description: Correspondence, memoranda, reports, etc. relating to the operation of the laboratory sections, and the provision of scientific assistance to business, the general public and other agencies. *Topics:* General files - correspondence, technical enquiries, visits, lectures, seminars, publications, inventions; tests for outsiders; research.

Analytical Chemistry

The Section develops analytical methods, frequently in the context of the marine analytical chemistry standards program, and especially in the area of inorganic trace analysis. Analytical services are provided under certain circumstances.

NRC-500

Analytical Chemistry

Description: Correspondence, memoranda and general enquiries on analytical methods and analysis problems. *Topics:* General correspondence; trace analysis - emission; X-ray; atomic absorption; organic and spark source mass spectrometry; inductively coupled plasma analysis.

Chemical Engineering

This Section carries out research on reverse osmosis, ultrafiltration, sludge and emulsion treatment with a view to the separation, recovery and reuse of materials of industrial importance. In addition, it investigates fluid-particle technology, size enlargement, and fine coal beneficiation methods in order to recover or increase the value of specific fossil fuels and various ores.

NRC-510

Chemical Engineering - Spherical Agglomeration

Description: Reports, correspondence and memoranda on membrane separation processes, spherical agglomeration, particle size enlargement, beneficiation of coal, the upgrading of ores, and the application of the relevant technologies to industrial problems. *Topics:* General correspondence; reverse osmosis; ultrafiltration; recovery of coal fines; fluid-particle technology; emulsions; coal-oil mixtures.

Chemical Physics

Research in the Section is concerned with the spectroscopy of organic compounds, and transient species, semiconductor films and photovoltaic materials and devices.

NRC-520

Chemical Physics Spectroscopy

Description: Correspondence, reports and memoranda on semiconductors, electron spin resonance spectroscopy and transient phenomena. *Topics:* General correspondence; electronic properties; semiconductor films; photovoltaics; carrier generation; transport properties, sputtering.

Colloid and Clathrate Chemistry

The Section investigates the properties of suspensions, colloid science, surface problems, dielectric properties, nuclear magnetic resonance studies of solids and low temperature calorimetry.

NRC-530

Colloid and Clathrate Chemistry

Description: Memoranda, reports, general enquiries; requests from industry on separation problems; colloids; particles. *Topics:* General correspondence; spherical agglomeration; oil sands bitumen separation; dielectric properties; NMR; clathrate hydrates.

High Polymer Chemistry

The Section is engaged in research dealing with the kinetics and mechanisms of ionic polymerizations, especially those initiated by carbonious, stereoregular polymers, and their characterization by solution and NMR measurements of polymers and inorganic or organometallic complexes.

NRC-540

High Polymer Chemistry - Plastics

Description: General enquiries, reports and correspondence on polymer science, stereoregular polymers, plastics and rubbers. *Topics:* General correspondence; ionic polymerization mechanisms; block polymers; star polymers; characterization of stereoregular polymers; NMR; catalytic complexes.

Hydrocarbon Chemistry

The Section conducts research on the chemistry and ESR spectroscopy of organic free radicals in solution.

NRC-550

Hydrocarbon Chemistry

Description: General correspondence, memoranda and reports on the autoxidation of liquid hydrocarbons and the efficacy of anti-oxidants. *Topics:* Hydrocarbon research; free radicals; chain reactions in the liquid phase; reaction-rate constants; ESR spectroscopy; the chemistry of free radicals in solution.

Kinetics and Catalysis

The staff in the Section undertake research in the following areas: reactions of atmospheric interest - and gas phase free radical reactions; heterogeneous catalysts; chemistry and electron spin resonance spectroscopy of free radicals; and metal clusters.

NRC-560

Kinetics, Catalysis, ESR Spectroscopy

Description: Correspondence, memoranda and reports on chemisorption, catalysis, ESR spectroscopy and air pollution problems. *Topics:* General correspondence; hydrocarbon research; free radicals; ozone layer; photochemical smog; electron paramagnetic resonance; heterogeneous catalysis; fluorine-containing radicals; and carbonyl compounds.

Metallic Corrosion and Oxidation

Research in the Section is concerned with the mechanics and kinetics of the formation of oxides on metal surfaces, with electrochemistry and with the instrumental characterization of surface films.

NRC-570 Metallic Corrosion and Oxidation

Description: Correspondence, memoranda and reports on metallic corrosion and oxidation, and replies to general and specific requests for assistance from industry and government on these subjects. *Topics:* General correspondence; corrosion of metals; formation of oxides on metals; electro-chemistry; electron microscopy; Mossbauer spectroscopy; surface film characterization.

Molecular Spectroscopy

Research in the Section involves studies of the vibration spectra of complex molecules of biological importance, vapor phase Raman intensities and band contours and the development of new vibrational Fourier transform techniques.

NRC-580 Molecular Spectroscopy

Description: Correspondence and memoranda relating to research and requests for information on vibrational spectroscopy, techniques and computer programs. *Topics:* General correspondence; infrared spectroscopy; Raman spectroscopy; Fourier transform infrared spectroscopy; membranes.

Organic Chemistry

The main research projects in the Section deal with the partial and total synthesis of biologically interesting molecules, the transformation of natural products, and the scope and mechanism of new reactions and electro-organic synthesis.

NRC-590 Organic Chemistry

Description: Correspondence, memoranda and reports on chemical synthesis, isotopic labelling, etc. *Topics:* General correspondence; research on preparation of deuterium; steroids; alkaloids; antibiotics; anti-cancer agents; deuterium labelling; synthesis.

Photochemistry and Kinetics

Research in the Section includes studies of photochemistry and photophysics in the gas phase, reaction dynamics, the chemistry of gas-discharge lasers and laser-induced chemistry.

NRC-600 Photochemistry and Kinetics

Description: Correspondence, memoranda and reports on gas-phase kinetics; reactions of atoms, radicals and other transient species. *Topics:* General correspondence; research on mass spectroscopy; industrial contracts; photochemistry; photophysics; infrared chemiluminescence; laser isotope separation.

Solid State Chemistry

Research in the Section encompasses the chemistry and physics of metals, alloys and compounds, solid state inorganic chemistry, and X-ray diffraction and crystallographic computation.

NRC-610 Solid State Chemistry - Metals

Description: Correspondence and memoranda on metals, alloys, etc., their properties and characterization techniques. *Topics:* General correspondence; magnetism; metals and alloys; electrons in metals; amorphous metals; hydrides; thermodynamics; X-ray diffraction; crystallographic structures.

Textile Chemistry

The Section performs research on the degradation of plastics and fibers by sunlight and by heat, the mechanisms by which ultraviolet stabilizers and flame retardants operate to protect such materials, the relation between the properties of plastics and fibers and their molecular structures. In addition, there is work going on in the development and evaluation of textile test methods.

NRC-620 Textile Chemistry - Fiber Science

Description: Reports, correspondence and memoranda relating to research in textile chemistry, including general enquiries, requests for information and assistance from industry and other government departments, etc. *Topics:* General (enquiries, visits, lectures, papers, publications, seminars); research in textile chemistry; textile research for companies, industry and government; polymer photochemistry; UV stabilization; morphology; X-ray diffraction; flammability; flame retardants.

Theoretical Chemistry

Research in the Section can be grouped into five areas: Chemical Physics, Solid State and Quantum Optics, Molecular Physics, Biophysics and Quantum Chemistry.

NRC-630 Theoretical Chemistry

Description: Correspondence, memoranda and reports relating to the above research activities. *Topics:* General correspondence; dynamics of liquids and solids; structure-function relationships; biomathematics; radiationless transitions; vibronic coupling; molecular physics; condensation phenomena; resonance Raman scattering.

Thermochemistry

Research in the Section consists of thermodynamic studies of mixtures of non-electrolytes, calorimetry, dilatometry, ultrasonic velocity and vapor-liquid equilibria measurements.

NRC-640 Thermochemistry

Description: Correspondence and memoranda relating to the research described above. *Topics:* General correspondence; heats and entropies of mixing; vapor pressures; volume measurements; properties of liquids and solutions.

Division of Electrical Engineering

Director's Office

The Division is composed of eight laboratory sections including administrative and technical support services.

The Director's Office is responsible for setting research program goals, objectives and priorities and for directing and co-ordinating the

divisional research and service activities. The Division conducts research in electrical, electromagnetic and electronic engineering; computer, biomedical and ultrahigh vacuum technology; surface science and quantum electronics, with applications to industrial and social development.

Classes of Records

NRC-650

Administration

Description: Information related to the operation of the individual laboratory sections and support services in the Division. *Topics:* General correspondence, policy, administration and operation, divisional committees, equipment and supplies, technical enquiries and unsolicited suggestions, visits, lectures, seminars, exhibits, displays; review of manuscripts, articles for publication in outside journals, requests for copies of scientific papers, hospital engineering publications, Journal of Vacuum Science and Technology; laboratory orders, assistance to outsiders and universities, correspondence and investigations of electrical fires, accidents and failures, radio wave bands allocated to NRC, instrumentation co-ordination, and correspondence between Communications Canada and the Division; policy and general correspondence for the Model Shops, Photographic Section, Field Station and Drafting Office.

Computer Graphics

This Section conducts research in two areas - computer graphics and image processing. The computer graphics part develops techniques in the area of computer-aided design and manufacturing. The image processing side addresses several applications such as heart investigation procedures, image restoration and enhancement, computer vision and the measurement and karyotyping of plant chromosomes.

NRC-660

Computer Graphics

Description: Information on research projects related to electronic music, computer animation, data systems, computer graphics, image processing, urban systems, and computer simulation and modelling activities. *Topics:* General correspondence, policy, electronic music, computer animation, pattern analysis, picture processing, data analysis and system development, numerical control, police patrol car allocation and simulation, computer-aided design and intelligent robotics.

Electromagnetic Engineering

This Section conducts research on fundamental problems in electromagnetic and antenna theory. In addition, it develops measurement methods and maintains facilities for the design and evaluation of antennas for the analysis of electromagnetic interference. The following are specific application areas in the section: radar principles to study the polarization effects of precipitation and for the measurement of sea-ice thickness; microwave heating for industrial processes; the development of moisture and electromagnetic radiation sensors; studies on the resolution of optical components to improve integrated optical circuits.

NRC-670

Electromagnetic Engineering

Description: Information on research projects related to fundamental and applied problems in electromagnetic radiation and antenna theory. *Topics:* Policy; general correspondence; television; precipitation radar; microwave heating and drying; hail research (Alberta); microwave and high-frequency measurements and standards; ice thickness sensors; tests for outsiders.

Electron Physics

This Section investigates the measurements, creation, processes and application of ultrahigh vacuum technology. Specific application areas include surface studies, their order and physical properties; the preparation of lanthanum hexaborides as a thermionic electron emitter; quantum electronics and laser technology emphasizing line width, optical memories and optical spectroscopy of rare earth solids. The Section also operates a liquid helium facility for internal and external users.

NRC-680

Electron Physics

Description: Information on research projects related to surface science and ultrahigh vacuum. In particular, physical properties of surfaces, lanthanum hexaboride as an electron emitter, quantum electronics and laser technology as related to line width, optical memories and spectroscopy and liquid helium production. *Topics:* Policy; general correspondence; major projects on surface science; helium liquifier device; quantum electronics; surface physics; and ultra high vacuum.

Electronics Engineering

The Section conducts research in two areas: instrumentation and software for intelligent robotic subsystems and the applied use of photovoltaic technology. In the robotic subsystems area, effort is being devoted to optical-electronic measurement and inspection systems, digital and optical filtering techniques and the interfacing between measurement and control systems. In addition, it develops power systems based on photovoltaic modules and evaluates the performance of photovoltaic modules.

NRC-690

Electronics Engineering

Description: Information on research projects related to instrumentation and software for intelligent robotic subsystems; sensor development, signal processing and photovoltaic systems. *Topics:* Policy; general correspondence; sensor development; signal processing; digital instrumentation; photovoltaic systems; length measurement; and oil burner.

Information Science

This Section's main area of research is computer-aided learning. It develops and evaluates a national authoring language (NATAL); develops terminals and software for specialized interactive computer application; maintains and operates a computer network for co-operative research in computer-aided design and manufacture, and computer-aided training; pursues information storage and retrieval activities concerned with automatic classification techniques and access to data banks; and studies computer-aided design focused on development of computer-based models to assist in the design-decision process.

NRC-700

Information Science

Description: Information on research projects related to computer-aided learning or training and the specialized equipment associated with this field. *Topics:* Policy; general correspondence; touch sensitive x-y encoder; information retrieval and documentation; thermal radiation detection; research on computer-aided learning; counter mortar radar; Canadian Patents and Development Ltd.; Costpro.

Medical Engineering

The Section develops instrumentation and techniques which define and analyze biological processes related to the clinical situation. There are three areas of endeavor: the development of technical aids for the physically handicapped to improve and increase their vocational opportunities and quality of life; the study of measurement of the effects of non-ionizing radiation such as ultrasound and electric current flow on body tissues; and the development of methods of data collection, analysis and interpretation to facilitate the decision-making of the health worker.

NRC-710

Medical Engineering

Description: Information on research projects related to specialized instruments and techniques required in the medical field, such as the development of technical aids for the handicapped, and the measurement and study of the effects of ultrasound and electric current flow on body tissues. *Topics:* Policy; general correspondence; guiding devices for the blind; medical electronics; echo-encephalography; aids to the handicapped; prosthetics and orthotics research; reference catalogue; ultrasound; communication aids; Rehabilitation International; body signals; Life Institute Minneapolis Medical Center; biochemical engineering activities in Canada; Advisory Committee on Technical Assistance to the Handicapped; management of electro-medical equipment in Canadian hospitals; operation of rehabilitation technology unit.

Power Engineering

This Section develops instrumentation for the Electrical Power Industry and Standards Laboratory. More specifically, it studies the deterioration of high-voltage insulation systems and the environmental effects of high-voltage direct-current transmission lines. In addition, it develops and analyzes high-voltage impulse measuring systems for application to industrial calibration and standardization.

NRC-720

Power Engineering

Description: Information on research projects related to instrumentation and standards associated with the Canadian electrical power industry. *Topics:* Policy; general correspondence; electrical utilities; high-voltage research; dielectric research; interlaboratory comparisons; lightning research at the CN Tower, Toronto; high-voltage radio interference; development of primary power sources; energy-related research and development; and tests for outsiders.

Rehabilitation Technology Unit (Toronto)

This Section assists Canadian industry in developing and providing aids for the handicapped. It provides human and production engineering services to manufacturers; contracts and evaluates developmental models on a buy-back basis, ensuring the adherence to proper procedures; and co-operates with the Canadian Standards Association in testing developmental models for adherence to safety and reliability specifications.

NRC-730

Rehabilitation Technology Unit (Toronto)

Description: Information on the administration and operation of the Rehabilitation Technology Unit, and on research projects related to developing and providing aids for the handicapped. *Topics:* Administration - general correspondence, visits, publications, papers and talks, conferences and seminars; Canadian Rehabilitation Council for the Disabled (CRCD) Technical Aids Committee; Canadian Board for Certification of Prosthetists and Orthotists; Canadian Association of

Prosthetists and Orthotists; International and Ontario Society of Prosthetists and Orthotists; British Institute of Surgical Technologists; marketing - CRDC Operations; general correspondence, correspondence between RTU and CRDC, between RTU and the Canadian Rehabilitation Organization, between RTU and Foreign Rehabilitation Organization, between RTU and manufacturers and suppliers; testing and evaluation of commercial rehabilitation devices; research projects - general correspondence, switches (touch, pneumatic, lever, pedal, button, other input, photo electric, manual joy stick, mouth joystick), typing aid, mounting devices, telephone, message pointer, dynamic seat, radio tuning motor, personal nerve stimulator, head pointer.

Herzberg Institute of Astrophysics (HIA)

Director's Office

The Director's Office controls, directs and correlates the activities of the Institute's nine Sections, three of which are observatories. The Office is responsible for the administration of the Institute; it prepares policies, program forecast estimates, contracts and other related material.

In addition, it contributes to the main function of the Institute which is the advancement of knowledge in the areas of spectroscopy, space physics, planetary sciences and astronomy and the running of the observatories which are national facilities. The Office also has supportive responsibilities for the Canada-France-Hawaii Telescope.

Classes of Records

NRC-740

Administration

Description: Correspondence, memoranda, etc. pertaining to policies, contracts, contributions, special projects, program forecasts and other administrative matters as they apply to the operation of each laboratory section and the Canada-France-Hawaii Telescope. *Topics:* Administration (general correspondence, enquiries, visits, lectures, talks and papers, review of manuscripts, theses, etc. for outsiders, seminars and colloquia, unsolicited suggestions and ideas submitted to HIA, exhibits and displays); research - general; Canada-France-Hawaii Telescope (CFHT) Board of Directors; contracts with CFHT; CFHT Canadian Project Office; miscellaneous work done for outsiders.

Astronomy

The Section carries out basic research into phenomena associated with natural emission from material in extraterrestrial space. This research can be divided into two broad categories: solar and non-solar astronomy. Solar astronomy in the radio spectrum involves daily measurement of the microwave flux and daily strip scans of the solar disk. Optical measurements of certain specific regions are made in or near the H line when weather permits. Galactic and extra-galactic radio astronomy comprises a very broad field ranging from research on cold interstellar clouds to the study of very distant and very bright radio galaxies and quasars.

The Section also has the responsibility of operating the Algonquin Radio Observatory (ARO) as a national facility and providing new instrumentation for the 46-meter telescope.

NRC-750
Astronomy

Description: Correspondence, memoranda and working papers concerned to the topics listed below. *Topics:* Policy, correspondence; 46-meter telescope; long baseline interferometry; solar radio noise; joint solar observing programs; solar maximum year; requests for observing time on telescope (other than ARO); visits to ARO; long-range planning; meals and board; instrumentation; application for observing time; data processing; Ottawa River Solar Observatory.

Distinguished Research Scientist

The present work of this Section is devoted mainly to the study of a new class of molecules discovered two years ago. They may be referred to as Rydberg molecules since they are stable only in Rydberg states but not in the ground state. Molecules that have been identified are H_2 and NH_2 .

NRC-760
Distinguished Research Scientist

Description: Information in these files described above; also general correspondence on molecular spectroscopy.

Dominion Astrophysical Observatory

The Dominion Astrophysical Observatory is engaged in the research of early-type stars, galactic structure, peculiar A stars, late-type stars, high-resolution observations employing the method of lunar occultations, photometric observations of stars and stellar systems, double stars, techniques of data analysis, galactic supernova remnants, design and development of instrumentation and optics for astronomical research.

NRC-770
Dominion Astrophysical Observatory

Description: Data and general correspondence on astronomy related to observations and research on various stars and galaxies, design, testing and construction of various instruments, optics and sites. *Storage Medium:* Photographic plates, computer printouts, magnetic tapes and disks, publications and reprints.

Planetary Sciences

The Section carries out basic research on physical processes and phenomena occurring in the upper atmosphere and near space. Some of the principal phenomena studies include the aurora, ionosphere, magnetosphere, space plasmas, meteors, meteorites and comets. Observations are made from the ground, on rockets and on satellites. Instrumental techniques include photography, spectroscopy, photometry, radar and plasma probes. Theoretical work is done in some areas.

NRC-780
Planetary Sciences

Description: Correspondence, memoranda, etc. related to the topics listed below. *Topics:* Policy; general correspondence; auroral research; meteor research; rocket research; non-meteoritic sightings; auroral radar; planetary sciences field stations; Meteorite Observation and Recovery Project; upper atmosphere research data; times of sunrise and sunset; astronomy and aeronomy; Aeronomy Newsletter; continuing observations of meteor phenomena; infrasound generated by meteors; continuing observations of auroral phenomena; infrared airglow research; thermal plasmas in the ionosphere; plasma studies in the magnetosphere; eclipse effects in the ionosphere; theoretical modelling of geomagnetic pulsations; experiment for shuttle spacelab; infrasonic research.

Dominion Radio Astrophysical Observatory, Penticton, B.C.

The observatory studies natural radio emissions from selected regions of the sky at various frequencies.

EDP Systems

- Maps of various regions of the sky which have been obtained with the observatory's radio telescopes are stored on magnetic tapes and disks

NRC-790
Radio Astronomy

Description: Correspondence, memoranda, etc., and radio maps. *Topics:* General correspondence; operation and administration; fires and fire protection. *Retrievability:* Files arranged by subject, 'source name', sky position, frequency of observation, telescopes used, etc.

Space Physics

The Section conducts basic research into physical phenomena in space, specifically cosmic rays, plasma processes in the earth's magnetosphere and ionosphere and auroral mechanisms. Instrumentation is designed and constructed for experiments using rockets and spacecraft; data from these and other sources are analyzed and interpreted. A network of cosmic ray neutron monitor stations is maintained throughout Canada.

EDP Systems

- Cosmic Ray Neutron monitor and meson telescope data files for Canadian stations
- Data from ISIS 2 spacecraft - the energetic particle detector experiment
- Data from Magsat spacecraft - vector and scalar magnetometers

NRC-800
Space Physics

Description: Information on basic research in space physics. *Topics:* General correspondence; auroral processes; Birkeland currents; cosmic rays; ionosphere; magnetosphere; space plasmas; McKay Street Cosmic Ray Laboratory.

Spectroscopy

The Section studies small molecules and free radicals (unstable chemical species) by means of the electromagnetic radiation that they absorb or emit. The section has equipment which covers the range from the far ultraviolet (wavelengths of about 1000 angstroms = 10^{-7} cm) to radio frequencies (wavelengths of about 50 cm). Some emphasis is placed on molecules of astrophysical importance.

NRC-810
Spectroscopy

Description: General correspondence and information related to spectroscopic research. *Topics:* Policy; infrared spectra of polyatomic molecules; electronic spectra; vibrations in polyatomic molecules; spectra of molecular ions; laser-Stark and laser-Zeeman methods scanning infrared lasers; use of double resonance and two-photon spectroscopy.

Spectroscopy of Larger Molecules

The Section carries out basic research on the spectra of molecules and transient species. The aim of the research is to establish the structures of these molecules and information concerning their dynamic properties. The research has many applications in chemistry, physics and astrophysics.

NRC-820

Spectroscopy of Larger Molecules

Description: Information on research as outlined above; this research is also published in recognized scientific journals. *Topics:* Electronic and infrared spectra; molecules; free radicals; effects of magnetic and electric fields; astrophysical applications; two-photon spectroscopy; saturated absorption spectroscopy; microwave-optical double resonance.

Industrial Materials Research Institute

The Director's Office is responsible for the administration and operation of the Institute. It directs and correlates activities in the areas of policy, planning, program forecasting, estimates, contracts, etc. and contributes to the main function of the Institute which is to serve the needs of Canadian industry in an area of major concern - the technology of industrial and engineering materials. With new laboratory facilities presently under construction at Boucherville on the south bank of the St. Lawrence east of Montreal, the Institute carries out its scientific activities from temporary quarters in the Montreal suburb of St-Henri. The Institute's research program, oriented primarily towards the needs of the industrial sector, includes research in process technology, materials and service performance characterization, and systems and instrumentation.

Classes of Records

NRC-830

Administration

Description: Documents on the operation of the individual laboratory sections such as project planning and reports, program forecasts, R&D on industrial materials, travel and seminar information, replies to technical enquiries, and records on technical support - i.e. supplies and equipment, safety committee. *Topics:* Administration; liaison (with associations, industries, foreign countries, universities, federal departments and provinces); Government Industrial Assistance Programs; finance; budget; operations-general; projects and project evaluations; tests; and technology.

Division of Mechanical Engineering

Director's Office

The Division is composed of ten laboratory sections, the Manufacturing Technology Centre and the Administration and Services section.

The Director's Office is responsible for directing and correlating the administration and operation of the Division through the following activities: policy making, planning, program forecasting, estimating, entering into contracts, purchasing and material management. The Division conducts research and development in the areas of transportation, energy and industrial technology by providing a broad range of expertise and experimental facilities.

Classes of Records

NRC-840

Administration, Research, Testing

Description: Information and correspondence on the operation of the individual sections and their interactions with each other, private sector clients and other government departments; the planning, controlling and reporting of projects and programs; and the forecasting and use of financial, physical and human resources. *Topics:* Policy; general correspondence; inquiries; administration and operations of Western Laboratory; visits, lectures, papers and talks; review of manuscripts and theses of staff; articles for publication; seminars; laboratory orders; firms offering testing, shop work, manufacturing assistance and facilities; exhibits and displays; inventions submitted; newsletters; photographs and publicity; pollution - general correspondence; Alexander Graham Bell Museum, Baddeck, N.S.; monuments; divisional project management system; finance policy; general finance correspondence; equipment and supplies by sections; research by subject; research collaboration with industry; tests.

Analysis Laboratory

The Laboratory is concerned with the use of computers in engineering research and development and as aids to solving current industrial problems. Collaborative projects, usually with industry directly involved, define the needs for new computer technology development in the Laboratory and provide for its effective transfer and use. Activity areas include transportation, control systems, industrial scheduling and signal processing.

NRC-850

Analysis Laboratory

Description: Information on the technology of computer modelling and simulation: facility development, hardware, software, methods and applications. *Topics:* General correspondence; technical inquiries; laboratory operation; digital and hybrid computing; trip reports by staff; research projects.

Arctic Vessel and Marine Research Institute

The Institute is a national facility providing assistance to both government and industry with design and performance studies of marine vehicles and structures and other hydrodynamic devices. A broad range of projects is undertaken involving theoretical and computer studies as well as laboratory and full-scale experiments in open water and in ice. Consideration is given to propulsion, maneuvering, seakeeping, hydromechanics and ocean environment, with ultimate applications being used for ship design criteria, sea transportation, offshore exploration and development, fisheries, defence, search and rescue, law enforcement and safety.

NRC-860

Marine Transportation Technology

Description: Operations and administration files, general correspondence, general technical and scientific correspondence and working files containing information on marine transportation technology studies and participation in societies, associations, conferences and government interdepartmental committees and working groups. *Topics:* AVMRI (St. John's): Administration - general correspondence, enquiries, operations, visits, lectures, talks, papers, articles, seminars, laboratory orders; finance; equipment; committees; projects. AVMRI (Ottawa - Marine Dynamics): General correspondence, general scientific and technical enquiries, administration; internal research; tests for outsiders; R&D for companies, National Defence and other government departments and agencies. Files held locally.

Control Systems and Human Engineering Laboratory

The Laboratory conducts R&D on the application of control theory and technology to a wide range of industrial and other control problems. In addition, the Laboratory conducts research on human factors in manual control and man-machine interaction.

EDP System

- PDP-11/45 and PDP-11/60 with DECnet interconnection and graphics terminals - used in modelling and simulation of industrial and other control processes

NRC-870

Control Systems and Human Engineering

Description: Correspondence, memoranda and reports on the industrial and medical applications of automatic control and human factors studies information on computer modelling and simulation, distributed control and data highway development, communication characteristics of the human operator and collaborative studies with universities and government departments. *Topics:* Policy; technical enquiries; orthopedic and prosthetic appliances; heat exchange for brain cooling; specific control problems on copper refining; applications of fluid amplifiers; pattern recognition; effect of microwave radiation on birds; controlled wound healing; freeze-drying units; spinal cord cooling and monitoring; Transport Canada plate load test equipment; consultation with ND Directorate on support vehicles; Queen's University - interdisciplinary collaboration.

Engine Laboratory

This Laboratory concerns itself with engine research as outlined below. All work conducted by the Laboratory has strong industrial applications.

NRC-880

Engine Laboratory

Description: Correspondence, memoranda, reports, etc. related to research on air cushion technology; energy conserving automotive power plants and fuels; aerodynamics and heat transfer in cooling of internal combustion engines; bearing design and operation, vibration prediction measurement techniques; gas turbine engines; aerodynamic theory and performance of turbo and reciprocating machinery, and on acoustics of machinery. *Topics:* Policy; general correspondence; inquiries; administration and operations; reports and publications; compressor design and performance of centrifugal compressor; engines - internal combustion; Vertical Take-Off and Landing (VTOL) fan-in-wing; VTOL propulsion tunnel; ceramic foam material; hybrid power plant system for automotive vehicles; air cushion hoverbed geriatric bed; icing research; fan testing rig investigations; rotor dynamics; hydrostatic bearings aeroacoustics; tests for outsiders.

Fuels and Lubricants Laboratory

The Laboratory conducts investigations and research into the use of all types of petroleum and associated products, with particular interest in development of laboratory test methods and their relationship with field use, future fuels for gasoline diesel and gas turbine engines, re-refining of used lubricants, engine fuel economy, low temperature operation, etc., as outlined below.

NRC-890

Fuels, Lubricants and Associated Products

Description: Information on the Section's administration, research and development work, committee correspondence, and miscellaneous inquiries and test work. *Topics:* Policy; general correspondence;

inquiries; operations and administration; pollution - air, water; unconventional automotive fuel; publications; static charging of distillate fuels; work done for other divisions; diesel hydraulic propulsion unit; combustion and propulsion; bearing life of rotating electrical components; detection of explosives; tribology research; storage test of petroleum products; fuels and lubricants; re-refined oil; tests for outsiders; R&D - air, land and sea; Quality Engineering Test Establishment.

Gas Dynamics Laboratory

Work in the Laboratory is concerned with the flow of fluids, mainly gases, in engineering applications. Gas flows range from small-quantity, high-temperature plasmas to the large continuous flow rates at ordinary engineering temperatures associated with prime movers, heat exchangers, industrial flues, smelting processes, etc. Engine work is centered largely on industrial, marine and aviation gas turbines. Specialized experimental facilities for all the major components of gas turbine power plants are operated in co-operative research programmes with industry. Other facilities allow the study of high-powered model propulsion systems at forward speed, small gas turbine aeroengines at altitude, industrial aerodynamics related to non-aeronautical applications and the internal aerodynamics of industrial ducting and flues. Heat transfer studies are related mainly to heat recovery systems, particularly those involving heat transport at small temperature differences from low-grade sources by various forms of heat pipes. Other activity is concerned with the use of high-pressure water jets for industrial cutting purposes.

NRC-900

Engineering Gas Dynamics and Plasma Dynamics

Description: Correspondence, reports, etc. related to the Laboratory's internal research and co-operative programs with industry in the project areas of combustion, turbines, fans and compressors, internal aerodynamics, high pressure water jet technology, heat transfer, test facilities, experimental and theoretical plasma dynamics, numerical methods in plasma dynamics, and the application of fluid and plasma dynamics to industrial processes. *Topics:* Policy; general correspondence; general inquiries; administration; radio isotopes; liaison with universities; reports and publications; high temperature by means of shock waves; flow losses in ducts and bends; air bearing applications; two-phase heat transfer; Gas Turbine Locomotive Project; fuels and oil-quality reports; high pressure ratio turbine stages; water jet cutting; VTOL propulsion tunnel - VTOL research; combustion research; flaw detection in hot steel billets; thermo spraying; pump test facilities; tests for outsiders; industrial R&D; loan and disposal of equipment to outsiders.

Hydraulics Laboratory

The Laboratory undertakes basic and applied research in the field of coastal and offshore engineering. Basic research studies are mainly in the field of simulation techniques of waves, tides and ice. Applied studies are carried out to determine forces on marine structures, stability of coastal structures and the development of ocean energy sources. Many projects are undertaken for Canadian industry.

NRC-910

Hydraulics

Description: Correspondence, memoranda, etc. on research studies pertaining to coastal and offshore engineering problems, including ocean energy. Raw data are kept in notebooks, or on graphs and magnetic tapes (i.e. model tests); analyzed data are recorded in laboratory reports or files. *Topics:* Policy; general correspondence; inquiries; administration; computer-related correspondence; Computer Data Acquisition System (GEDAP); development of porous breakwater; pollution study - Ottawa River Hydraulic Laboratory; St.

Lawrence Waterway Project - heat and ice studies; Sept-Îles Numerical Model Study; studies of Rideau River at Mooney's Bay; wave climate studies; wave forces; ice; motion of floating structures; ocean energy; Technical Advisory Committee - Beaufort Sea Artificial Island; tests for outsiders; research and development.

Low Temperature Laboratory

This Laboratory conducts research in the low-temperature thermodynamic field on engineering problems associated with low temperature, ice and snow. A large proportion of the work is carried out with industrial involvement. Test work is conducted in cold chambers, icing wind tunnels and a helicopter spray rig for industry and for other countries.

NRC-920

Low Temperature Laboratory

Description: Information on research related to engineering problems resulting from low temperature, snow and ice, primarily in the transportation field; also on test projects carried out for, or in collaboration with, industry, other government departments, and foreign government agencies. *Topics:* Policy; general correspondence; inquiries; operation and organization; research on icing of fishing vessels; icing protection helicopters; general aircraft icing problems; icing protection of instruments and controls; investigation of absorption refrigeration systems; research on cold starting of engines, icing detectors, railway and track switch protection, cold weather problems, snow removal methods and problems, thermal refrigeration cycles, adhesion and removal of ice substrates, heat pumps, and sea ice dynamics; tests for outsiders - in cold chamber, in high-speed icing wind tunnel, in low-speed icing wind tunnel, in helicopter spray rig; research and development.

Manufacturing Technology Centre

The Centre develops new manufacturing processes, provides advice on adaptation of and introduction of existing and new processes for Canadian manufacturing industry, designs and makes equipment for experimental scientific work in-house and for transfer of technology to industrial sector.

Manuals

- Manuals for operation and maintenance of machine tools and manufacturing facilities

EDP System

- Numerically controlled machine tools are operated by EDP tapes (part programming)

NRC-930

Designing and Manufacturing Technology

Description: Correspondence, reports, memoranda, etc. relating to information on the design of scientific and laboratory equipment, manufacturing methods and statistical information on machinery capabilities. *Topics:* Policy; general correspondence; enquiries; organization and administration; electrochemical machining; work orders; railway investigation - warning lights, Roller Test Rig; machine work for outsiders; other design engineering; reinforced plastics technology; electron beam welding; laser beam welding; numerically controlled machine tools; electro-chemical machining; electrical discharge machining; steel heat treatment; and precision gear design and manufacture; research and development - general correspondence.

Railway Laboratory

The Laboratory's main areas of responsibility lie in the development of facilities, techniques, programs (computer models) and devices to aid in the understanding and prediction of the behavior of railway vehicles; the development of mechanical, optical, or electronic instruments to measure variables or manipulate matter - particularly in the railway environment (formerly including mechanical aids to surgery and to the handicapped); the provision of facilities, expertise and service in connection with the calibration of pressure sensing instruments; and the study and quantification of strength, safety, stability, dynamic response, longevity, vibration attenuation, lading restraint, and the passenger comfort of rail vehicles in relation to comparative or absolute standards in laboratory and field experiments, for a fee.

Manuals

- A.A.R. Recommended Procedures
- R.T.C. Directives
- Standard atmosphere tables

NRC-940

Railway Laboratory Research, Development, Tests and Calibration

Description: Correspondence, memoranda, reports, test work statements on the main areas of responsibility of the Laboratory. *Topics:* Policy; general correspondence; inquiries; organization and administration; Committee on Train Dynamics and Lading Damage; development of tools to facilitate vascular orthopedic and plastic surgery; orthotic and prosthetic devices; development of aids to handicapped; gravity wave instrumentation; environment recording systems; pressure gauge calibrations; altimeters and airspeed; track simulator drive; rail car studies; railway computer modelling; VIA RDC Modernization Program; centre sill cracking in rotary dump iron ore cars; testing of subway cars.

Western Laboratory (Vancouver)

The Laboratory specializes in three areas of mechanical engineering research which are of industrial or social importance: Tribology (friction wear and lubrication) - the major emphasis of this work is on the friction and wear of non-metallic materials and the wear of rails and wheels; development of low-cost computerized design and manufacturing programming systems; and research and development into small-scale, low-cost socially and culturally appropriate mechanical technologies.

EDP Systems

- Laboratory rail and wheel wear data
- Software developed in laboratory for programming numerically controlled machine tools

NRC-950

Tribology, Computerized Design and Manufacturing, and Mechanical Technologies

Description: Correspondence, memoranda, reports, etc. relating to research and development on the wear of materials (mainly in machinery), rails, wheels and bearings; computerized manufacturing; and small-scale agricultural and logging equipment. *Topics:* General administration - policy; correspondence; inquiries; administration and operations; visits; lectures; papers and talks; manuscript review by

staff; articles for publication; seminars; workshops; inventions; photographs and publicity; research files - tribology; materials; instrumentation; numerically controlled machines; manufacturing processes; mechanics and machine design; appropriate technology; research and development for outsiders.

National Aeronautical Establishment

Director's Office

The Establishment is responsible for research and development on military and civil aviation, with particular reference to the support of the aviation industry and associated industries. The Director's Office is responsible for the administration of the Establishment, and the management of the scientific programs of work within it. The Office is also responsible for all external relationships, both national and international, that are within its mandate.

Classes of Records

NRC-960

Management

Description: The files contain material related to the orderly management of all programs and projects in the Establishment, contracts and agreements relating to external commitments, correspondence with national and international clients, and material pertaining to NAE involvement in organizations devoted to the aeronautical sciences. *Topics:* Administration (general correspondence, national and international agreements and contracts, publications, technical inquiries, programs and projects, planning, conferences, laboratory operations, policy, aircraft accidents, AGARD, CAARC, publicity, and inventions); research; tests and work done for outsiders.

Flight Research Laboratory

The Laboratory is responsible for the flight research program of the NAE. This includes research on flying qualities and control, operational problems, atmospheric phenomena, aeromagnetism, aerial applications, Short Take-Off and Landing (STOL) technology, accident investigations, aerial reforestation and studies for the Canadian Armed Forces. The Laboratory acts as a research service to industry and to other government departments. In support of its research program, it operates a small fleet of research aircraft.

Manual

- File Classification Index

NRC-970

Flight Research

Description: Design, operations and maintenance material on the aircraft in use; project files containing transactions on the individual research projects; material on international co-operative research arrangements; and records of projects involving other government departments and industry. *Topics:* Aircraft (by type); policy; general correspondence; military reconnaissance aircraft antisubmarine (MAD); development in airborne supply dropping; crash position indicator; computing facilities; advice and assistance on aircraft use in agriculture and forestry; forest fire control; air cushion vehicles; atmospheric turbulence; jet transport operating problems; airborne infrared techniques for resource survey; hail suppression techniques; airport fog dispersal; aerial spray systems and techniques; field experiments on drift; automobile crash detector, air data recorder

playback; Vertical Take-Off and Landing (VTOL) and STOL Projects; National Defence Convair 580 Project.

High Speed Aerodynamics Laboratory

The Laboratory is charged with the responsibility for the maintenance, development and use of the 5-foot supersonic wind tunnel on behalf of the Canadian aviation industry and National Defence. The internal research work is concerned with computational fluid dynamics, low-speed, high-lift wing systems, wings and bodies in transonic flow, flutter analysis and stores clearance. Work for external agencies consists of specific design development.

EDP System

- Aerodynamic data tapes given to clients under a contractual commitment are proprietary

NRC-980

High Speed Aerodynamics

Description: Files on internal research projects and incoming contracts which contain documentary material, both technical and contractual, that govern the work done under them. *Topics:* Policy, general correspondence; travel; conferences; equipment; Canadian sounding rockets; flow field survey about cones at supersonic speeds; five-foot wind tunnel; separation of the three dimensional laminar boundary layer on a flat plate; two-dimensional augmentor wing study in a five-foot wind tunnel; flutter analysis and stores clearance; wings and bodies in transonic flow; computational fluid dynamics; three-dimensional interaction; wind tunnel techniques.

Low Speed Aerodynamics Laboratory

This Laboratory is responsible for low-speed fluid dynamics research and development pertaining to aircraft design and development, wind power generation, ground vehicle aerodynamics, wind effects on civil structures, urban wind climate, fluid control and measurement devices, wind tunnel development, and contract research for the aircraft industry and National Defence in the field of aerodynamics.

NRC-990

Low Speed Aerodynamics

Description: Information on contracts and agreements with external agencies, military and civil; individual projects; management matters, meetings and conferences. *Topics:* Policy; general correspondence; internal research projects; non-aeronautical aerodynamics; fluidic devices; wind power generator; energy research and development; vehicle aerodynamics.

Public Safety Project Office

This Office acts as the NRC management centre for research projects concerned with public safety, with particular reference to the needs of the Canadian Association of Chiefs of Police and the Solicitor-General of Canada. Its activities are concerned with crime countermeasures, public and police personal safety, equipment improvements and the detection of explosive ordnance devices.

NRC-1000

Public Safety Project Office

Description: Information on internal and external transactions concerning planning and projects, national and international crime countermeasures, individual projects, meetings, publications, contracts and policy. *Topics:* Administration; correspondence with outside organizations; operations; projects; committee study groups; crime countermeasures; fingerprinting; chemical agents; protective

equipment; vapor detectors; image enhancement; patrol-car allocation; aviation security; missiles; emergency lighting; and radio-spectrum allocation.

Structures and Materials Laboratory

The Laboratory is responsible (having particular regard to the needs of the aviation industry and defence) for research and development work on the static and dynamic performance of structures and materials. Other subjects of on-going research include single-camera real-time photogrammetry, biomedical materials, aircraft flight load statistics, non-metallic composite materials, accident investigation, computational stress analysis, aeroacoustics, and a load and acceleration calibration service.

NRC-1010

Structures and Materials

Description: Information on internal research, external commitments, agreements with other agencies in government and industry, management matters, meetings and conferences. *Topics:* Policy; general correspondence; G-meters; structural fatigue; road accidents study group; composite materials; acoustic excitation of structures; orthopedic implants and biomedical materials; Ottawa-Carleton computer traffic control system; metallic materials; structural analysis; real-time photogrammetry; calibrations; impact strength of structures; crack propagation; and theory of structures.

Teleoperator Project Office

The Office was set up to manage the DDT and E program on the CANADARM. The function of the Office is to control all the activities of the prime contractor, SPAR Aerospace, in relation to the program; and to manage all interaction with The National Aeronautics and Space Administration (NASA) and participating Canadian government agencies, all inter-divisional involvements with NRC, and the post-delivery support commitment.

Manuals

- Reference Manuals - NASA

NRC-1020

Teleoperator Project

Description: Information on the management of the project - international and national agreements, the control of prime contractor costing and finance, all technical research and development within the program, interfacing with the Space Shuttle and its sub-systems, NASA procurements offsets, and post delivery support. *Topics:* Policy and agreements; finance; shuttle operational flights; product assurance; materials; failure analysis; configuration management; Simfac; Remote Manipulator System; mechanical and electrical sub-systems; ground support equipment; CCTV and Lighting; schedules; Joint-Review Board; verification and tests.

Unsteady Aerodynamics Laboratory

The Laboratory has responsibility for research on the dynamic stability of aircraft and missiles, the development of new wind tunnel dynamic test equipment and techniques, and for research on wings and bodies at hypersonic speeds. It also has ongoing projects concerned with trace vapor detection in particular reference to explosive devices and aviation security.

NRC-1030

Unsteady Aerodynamics

Description: Information on research conducted by the laboratory;

includes documentary material on contract and co-operative research with the United States. *Topics:* Dynamic wind tunnel tests; helium hypersonic wind tunnel; oscillatory characteristics of wings and bodies; detection of explosives; trace vapor detection; techniques for dynamic testing.

Physics Division

Director's Office

The Division comprises 10 sections and supporting services.

The Director's Office is responsible for the administration and operation of the Division. By directing and correlating activities in the areas of policy, planning, program forecasting, estimates, calibration, contracts, etc., it contributes to the main functions of the Division, which are to provide services and support in the physical sciences to aid Canadian industrial development, to conduct research in selected areas of physics applicable to long-term Canadian problems, to conduct research directed towards the improvement of social conditions for Canadians, to provide national facilities to the Canadian scientific community and to perform basic and applied research both to support these roles and in the pursuit of knowledge.

Classes of Records

NRC-1040

Administration

Description: Correspondence, memoranda, reports, statistics, etc., on the administration and operation of the Division. *Topics:* Inquiries; visits to the Division; visits and invitations to outside organizations; lectures, talks and papers presented by staff; review of manuscripts and theses; seminars and colloquia; stores committee; lab orders; Newton apple tree; inventions submitted to the Division; history project; patent and licensing activities; finance; equipment and supplies; work done for outsiders.

Acoustics Section

The Section conducts research on acoustics in areas related to health, the environment and industrial technology.

NRC-1050

Acoustics

Description: Information related to research on sound propagation and environmental studies; sound and vibration in relation to health; acoustical technology, devices, measurements and standards. *Topics:* Correspondence; couch noise; design and testing of ear defenders; design and calibration of circumaural earphones; noise survey in industrial plants; community noise (industrial, construction, transportation, domestic, outdoor sound propagation, noise legislation, committees on noise); exposure of man to noise; exposure of man to vibration, i.e., hand-arm vibration; microphone and sound level meter; sound reproduction; committee on hearing bioacoustics and biomechanics; seminar on noise and the community; technical planning and legislative control; advisory group on communicative disorders - U.S. National Institute of Health; specific projects - external and middle ear acoustics, earphone measurement techniques and hearing studies, hearing conservation techniques, effect of noise on sleeping persons, acoustical data processing, reduction of noise from small engines, and sound level measurement techniques.

Electrical and Time Standards

The Section carries on research in the fields of direct current standards; rf and microwave standards; electrical instruments; reactance standards; Josephson effect; cesium beam primary frequency standards; hydrogen maser frequency standards; secondary frequency standards and time scales; frequency calibration facilities; also responsible for time dissemination and CHU shortwave station.

NRC-1060

Electrical and Time Standards

Description: Information related to research on physical standards of measurement (direct current, low-frequency alternating current, high-frequency alternating current); development of instruments and techniques of measurement; the international basis of time; primary frequency and time standards, and time dissemination. *Topics:* Correspondence; statistics in measurements; international intercomparisons of rf standards; research on standard frequency (NRC-CNRS co-operative work); talking clock; portable or flying clocks; commercial atomic clocks; daylight saving time; history of timekeeping; standard time zones; provincial legislation time zones; time signals requests; Bureau International de L'Heure; transmitter; antenna; licences; digital time and telephone dissemination; USA standard time and Daylight Saving Time (DST); satellite time dissemination; interference on infringement reports; Daylight Saving Time - Act and Regulations.

Heat and Thermometry

This Section maintains, improves and disseminates Canadian temperature standards. It also supports industrial thermometry through consultation and occasional development of instruments for measuring temperature or temperature-related quantities; develops instruments for physical and biological measurements in the ocean and transfers the resulting technology to Canadian industry; operates a divisional computer service; and carries on research into computer systems.

NRC-1070

Heat and Thermometry

Description: Information on thermometry and temperature standards, and oceanographic measurements and instrumentation. *Topics:* Correspondence; oceanography; photometry; heat and solid state thermometry; resistance thermometry; thermocouple thermometry; optical thermometry; thermometric fixed points; properties of thermometric materials; and temperature scales; CODATA task group on fundamental constants; International Committee on Thermometry.

High Energy Physics

This Section conducts research on high energy physics.

NRC-1080

High Energy Physics

Description: Information on interaction of heavy nuclei in emulsions; meson and baryon spectroscopy; rare decays of nuons and pions; and instrumentation for particle physics.

Laser and Plasma Physics

The Section works on high power laser development; excimer laser studies; generation and detection of ultrashort laser pulses; high power CO₂ laser-plasma interactions; laser-produced plasma diagnostics; visible, near infra-red and X-ray streak camera development; and numerical studies of laser-plasma interactions.

NRC-1090

Laser and Plasma Physics

Description: Information on high-power pulsed CO₂ laser-plasma interaction studies; radiative interaction experiments; high-power laser development; and laser photochemistry.

Mechanical and Optical Physics

This Section conducts research into primary length standards; primary mass standards; length and mass secondary standards and derived measurement; laser frequency stabilization and measurement; and non-linear optical mixing.

NRC-1100

Mechanical and Optical Physics

Description: Information on length and mass standards and calibration; laser frequency standards and optical coatings and filters. *Topics:* Policy; correspondence; thin film coatings; optical thin films; ABC unification of engineering standards; measurement seminars; and hardness measurements.

Optics

The Section carries out research into photometric standards; colorimetric standards; performance characteristics of photoelectric receivers; spectrophotometry; spectroradiometry; absolute radiometry; reflectance standards; measurement of gloss; measurement of opacity; colour difference evaluations; colour vision; performance of optical systems; properties of optical materials and components; properties of photographic materials; design of optical systems; and solar simulation.

NRC-1110

Optics

Description: Information on light and colour, optical instruments, and solar energy. *Topics:* Correspondence; colorimetry; photometry; calibration of aerial survey cameras; survey of tests on camera mounts; liquid crystals; working group on optical properties of paper; National Bureau of Standards collaborative reference programs; seminar on colorimetry and photometry; Journal of Colour Research and Applications; Reflectance Spectroscopy Committee.

Photogrammetric Research

This Section carries out research on analytical on-line photogrammetry; satellite photogrammetry; electronic photogrammetric control systems; automation; geodetic problems related to photogrammetry; computational programs; orthophoto and stereo-orthophototechniques; basic geometry of aerial photographs; non-cartographic photogrammetry.

NRC-1120

Photogrammetric Research

Description: Information on photogrammetric methods and techniques, aerial and space photogrammetry; engineering and medical photogrammetry; automation in photogrammetry and development of instruments. *Topics:* Correspondence; orthophoto system, photogrammetry, analytical methods in photogrammetry, ultrasonic techniques for medicine; development of an analytical stereo-plotter (The Stereorestitutor); close-range applications of photogrammetry; symposium on modern technology for Cadastre.

Solid State Science

The Section performs basic research in condensed matter physics.

NRC-1130

Solid State Science

Description: Information on basic research in condensed matter physics. *Topics:* Correspondence; dielectric research; surface science; calorimetry; electronic structure of metals, alloys and intermetallic compounds; pressure effects on Fermi surfaces; transport properties of solid and liquid metals; electron-ion interactions in metals; many-body effects in one or two-component plasmas; theory of co-operative phases in solids; ion and electron spectroscopy; mechanical properties of metals and alloys; mechanism of laser damage in solids; interactions of impurities and defects in insulating crystals; and Raman spectroscopy of solids.

X-Rays and Nuclear Radiations

This Section conducts research into radioactivity; X- and gamma-ray exposure standards; absorbed dose calorimetry; radiation transport; chemical dosimetry; photoneutron measurements by time-of-flight; radiation physics; Bremsstrahlung spectral measurements; radiation chemistry; pulse radiolysis; chemical analysis by photon activation; neutron flux and dosimetry; nuclear spectroscopy; atomic effects; stopping power, photoelectric effect.

NRC-1140

X-Rays and Nuclear Radiations

Description: Information on radiation dosimetry; radioactivity; electron linear accelerator; positive ion accelerator. *Topics:* Correspondence, linear accelerator group; radiation chemistry; pulse radiolysis; neutron measurements; radium certificates issued by XNR; radionuclide calibrations; neutron flux intercomparisons; accelerator projects; radium standards and substitutes; radioisotopes licences; research hazards and protective measures in transportation of radioactive materials; nuclear structure; neutron flux and dosimetry; Canadian Synchrotron Radiation Facility; dosimetry group; Advisory Committee on Ionizing Radiation Standards; Committee on Radiation Calibration Services in Canada, and Committee on Correction Factors; and the Tri-University Meson Facility (TRIUMF).

Prairie Regional Laboratory - Central Services

The Laboratory conducts research in plant and microbial biochemistry, organic chemistry and the production and utilization of crop plants. It is made up of four Sections along with its Central Services - the Director's Office, Library, Research Illustration Group, Plant Engineering Services, Purchasing and Materials Group, NMR Facility and Mass Spectroscopy Facility. These are operated to assist the research programs of the Laboratory and provide scientific assistance to other agencies, business and the public.

The Director's Office is responsible for the operation of the Division, including aspects of planning, policy, budget, contracts and personnel.

Classes of Records

NRC-1150

Central Services

Description: Information on on-going services to research inside and outside PRL. Records of the Director's Office, the Library, the Research Illustration group, the chemical analysis groups, plant

engineering services and purchasing are included. *Topics:* Correspondence; personnel and budget documents; progress reports and records of research; published research papers; library books and journals; records of operation of magnetic resonance and mass spectroscopy; records of building facilities and equipment; purchasing orders.

Biotechnology

This Section develops new crop treatment and fermentation processes from laboratory scale up to industrially applicable scale. Special interests are the use of continuous methods for growing micro-organisms, production of protein and starch from legume seeds, oxygen supply in fermentations, production of pharmaceuticals from plant cells, assistance through contracts to process developers outside the Government in all parts of Canada, and others.

NRC-1160

Biotechnology

Description: Information related to research on fermentation processes for yeasts, bacteria and plant cells; the processing of cereal and legume crops. *Topics:* Correspondence; fermentation; alkaloids; phased culture; protein and starch; utilization of crops; milling processes.

Microbial Cells

This Section studies the biology and biochemistry of micro-organisms. Special interests are the growth and propagation of organisms, their uses in fermentations and in degradation of natural organic materials, their metabolism and classification, etc.

NRC-1170

Microbial Cells

Description: Information on the structure and biochemical function of lower organisms such as bacteria, fungi and yeasts; the degradation of wood by fungi; the attack of some chemicals by bacteria; the detection and identification of micro-organisms; the conversion of atmospheric nitrogen to nutrient by plant-bacterial systems. *Topics:* Correspondence; contract documents; lignin and wood studies; nitrogen fixation; microbial biochemistry; blue-green algae and their metabolites; culture collection documents.

Organic Chemistry

This Section conducts research on the chemistry of naturally occurring materials from plants and foodstuffs. Special interests are the analysis and synthesis of fats, amino acids, proteins and carbohydrates; the synthetic production and use of attractants for insect pests; and others.

NRC-1180

Organic Chemistry

Description: Information on the chemistry of naturally-occurring substances, mostly of plant origin; the synthesis and analysis of fatty acid relatives, of carbohydrates, and of proteins and amino acids; the development of sex attractants for insect pests, the use of leaf oils as species identifiers in conifers. *Topics:* Correspondence; analytical charts and documents; synthetic methods; analytical methods; labelled molecules; insect sex pheromones; chemical taxonomy; chromatographic methods; spectroscopy.

Plant Cells

This Section studies the biology and biochemistry of plant cells. Special interests include the study of plant tissue cultures, the production and propagation of new plants, improvement of plant species and control of plant diseases, and plant cell metabolism.

NRC-1190

Plant Cells

Description: Information on cell processes in higher plants. *Topics:* Correspondence; production and manipulation of cell cultures; freeze-drying of plant tissues; regeneration of whole plants; fusion of cells, hybridization; metabolism of cell cultures; genetic modification of cells; RNA vectors; and others.

Biomedical Engineering Research Program

The Program co-ordinates and manages biomedical engineering at NRC and establishes long-term priorities and goals. It ensures that the Program supports the objectives of the Council, particularly as they apply to the social and industrial aspects. The Program consists of two laboratory sections entirely dedicated to biomedical engineering, and covers areas which include aids to the handicapped, medical devices and the effects of non-ionizing radiation.

Classes of Records

NRC-1200

Biomedical Engineering

Description: Memoranda and correspondence dealing with the various aspects of the Biomedical Engineering Research Program. *Topics:* Correspondence; projects; CRCD/TASH policy (Canadian Rehabilitation Council for the Disabled/Technical Aids and Systems for the Handicapped); seminars.

Canada Centre for Space Science

Director's Office

The Director's Office is responsible for the direction and administration of the Canada Centre for Space Science (CCSS). By directing and correlating activities in the areas of policy, planning, program forecasting, estimates, etc., it contributes to the main function of the CCSS which is to plan, co-ordinate and support space science in Canada.

Classes of Records

NRC-1210

Administration

Description: Correspondence, memoranda and reports related to project planning, program forecasts, international co-operation and the overall operation of Canada Centre for Space Science. *Topics:* Committees - advisory group on priorities, consultative committee on auroral observatory, joint range policy, scientific planning group and teams; co-operation and liaison - countries (France, India, U.K., U.S.), international organizations (Cospar, NASA, UN), industries, universities; licences and permits; organization and planning; reports and publicity.

Instrumentation Group

The Group manages the development of instruments required by university or government scientists for selected space science programs. The development of both space-borne and ground-based instruments is carried out through contracting with Canadian industry.

NRC-1220

Instrument Development

Description: Information on the development of space science instruments: correspondence, memoranda, contracts, studies, planning reports, etc., related to administration, finance, equipment and supplies, and co-operation with other agencies. *Topics:* CANOPUS; Distributed Analysis Network; Energetic Ion Mass Spectrometer; Viking UV Imager; waves in space Plasma/High Frequency; Wide-Angle Michelson Doppler Imaging Interferometer.

Scientific Planning and Evaluation Group

This Group is responsible for the evaluation and planning of the space science program in Canada. The program comprises experiments conducted using instruments flown on rockets, balloons and satellites and the space transportation system supported by a ground-based instrument and data network. Experiments are selected on the basis of scientific integrity and cost-effectiveness of benefits to Canada.

NRC-1230

Scientific Planning and Evaluation

Description: Information pertaining to programs supported by CCSS funds, evaluation reports, records of planning and other meetings: general correspondence, minutes and proceedings, memberships, long-term planning and direction and international interactions. *Topics:* Canada Sounding Rocket Planning Group (CSRPG); plans for space science in Canada; satellite projects; Space Science Evaluation and Planning Group (SSEPG). *Retrievability:* Files arranged by subject, type of program, government department, university, company and country.

Facilities Branch

The Branch is a national facility that provides services primarily related to scientific rockets, balloons and satellites to industry, government and universities which assist basic and exploratory research in the natural sciences and support industrial innovation and development. The Branch is advertised as a National Facility to the Canadian and international space science communities and there are formal mechanisms that permit access to Branch services.

Manuals

- Standing Instructions for the Operation and Maintenance of NRC Space Research Facilities
- Space Research Facilities Handbook
- Range Safety Regulations

Engineering Section

The Section is responsible for providing the space science community with sounding rocket payloads, other space platforms and support systems. Most of the services are supplied by contracting the work to the private sector for manufacturing and manpower resources.

Manuals

- Manufacturers' literature in the form of Engineering reports and Technical memoranda
- Range Users' Handbook

Classes of Records

NRC-1240

Engineering Administration

Description: Correspondence, memoranda, technical reports, inter-governmental and interagency agreements, technical enquiries, operational plans and committee minutes on the operation and maintenance of space research facilities and the provision of engineering support for scientific rockets and balloons. *Topics:* Operations; balloon programs; data processing; eclipses; operation in other locations; range safety; satellites; support by other organizations; use of CCSS facilities.

NRC-1250

Operational, Engineering and Projects

Description: Information on the items required to provide support to the space science community: it consists of general correspondence, minutes of meetings, technical definitions, equipment performance reports (technical), engineering studies and data processing on topics such as rocket projects and telemetry.

Operations

The Section is responsible for the establishment, operation and maintenance of space research facilities in Canada. This includes major physical installations, capital equipment and expendable supplies for research into space and atmospheric phenomena.

Manuals

- Space Research Facilities Handbook - defines available facilities and equipment and outlines procedures on the use of these facilities
- Operational Safety Regulations - rules and regulations for the safe conduct of space science operations
- Standard Practice Instructions - details work to be completed

NRC-1260

Equipment and Facilities

Description: Information on the planning, equipping, manning and use of space science research facilities in Canada. *Topics:* Correspondence on administration and policy; technical inquiries and replies; contract documentation; intergovernmental agreements; hardware engineering and development; rocket, balloon and satellite programs; minutes of meetings, seminars; international meetings; operations; balloon programs - large, small balloons; data processing; eclipses; operation in other locations; range safety; satellites; support by other organizations; use of CCSS facilities.

Computation Centre

Chief's Office

The Computation Centre is a Branch within the National Research Council which provides data processing services in support of divisional and branch research and administrative activities on a full cost-recovery basis.

The Chief's Office is responsible for the administration and operation of the Branch through the formulation and direction of Centre policy, planning, forecasting, service rate structures and contracting.

Classes of Records

NRC-1270

Administration

Description: Information on the operation of the Centre. *Topics:* Computation Centre Administration requirements, equipment and committees, correspondence; inquiries; services and service agreements; program forecasts; travel; lectures and technical presentations; seminars; National Science Library System planning; computing needs; computer maintenance; equipment; future planning; and machine language translation.

Customer Service Section

The Section is responsible for the analysis and development of user requested application programs, user education and general assistance on the use of Centre facilities, and implementation of purchased software products.

Manuals

- Technical reference manuals from hardware manufacturers and suppliers' specifications on the command structure for the operating systems, compilers and assemblers

Systems Section

Section activities include the maintenance and implementation of operating systems and telecommunication software, monitoring of hardware performance and revision of software to obtain optimum hardware performance for the applications processed on the Centre's computer system.

Operations Section

The Section is responsible for the computer system operation, magnetic tape and disk library and data-entry services.

Computer Technology Research Program

The Program conducts R&D for the creation and application of new knowledge in computer technology. These research activities are carried out within the Divisions of Electrical Engineering and Mechanical Engineering. The Manager's office is responsible for directing and co-ordinating these activities with respect to policy, priorities, program planning, forecasting and implementation. Current priorities emphasize the development of advanced technology for improving productivity in the manufacturing industry.

EDP Information

Most of the activity within this research program involves the creation and manipulation of information within a computer. The primary form of this data is the computer programs themselves which are being developed as the subject of the research activity. Any data files associated with these programs are of no interest and have no meaningful interpretation outside the scope of the research activity itself.

NRC-1280

Computer Technology Research

Description: Information on the general operation and functioning of the research program (i.e. program planning and implementation, and its interface with other organizational units); specific research topics conducted under the program; and liaison and discussion with industry on the transfer of research advances from the laboratory. *Topics:* Policy, correspondence, interaction with NRC Industrial Development Office; research projects (industrial robotics, computer-aided design and manufacture (CAD/CAM); co-operation and liaison with industry.

Energy R & D Program Branch

Manager's Office

The Branch is responsible for the co-ordination of NRC's energy work, and for managing program offices in solar, biomass, and fusion energy.

The Manager's Office is responsible for the administration and planning of the Branch, and for the co-ordination and liaison with other federal departments with respect to energy programs. The Branch budget is directed primarily to programs contracted to industry.

Classes of Records

NRC-1290

Administration

Description: General documentation on energy R&D within NRC, including planning documents, interdepartmental collaboration, public information, visits, seminars, etc. *Topics:* Correspondence; policy; inquiries; visits; lectures; reviews; articles for publication; seminars; inventions; meetings; exhibits; reports; committees; research - in-house energy conservation program.

Biomass Energy Program

The Program is responsible for co-ordination of the federal R&D program on bioenergy, including programs in other departments, as well as in-house and contracted work. Major activities relate to the harvesting and collection of biomass, conversion techniques, synthetic liquids fuels, etc.

NRC-1300

Biomass Energy

Description: Correspondence, memoranda and reports on biomass energy research - agricultural sources, forest sources, harvesting technology, conversion technology, alternative liquid fuels. *Topics:* Inquiries, contractor workshops, ethanol, methanol, peat; contracts; contractors' reports; co-operation and liaison with industry.

Fusion Program

The Program co-ordinates Canadian R&D directed at harnessing thermonuclear fusion energy. The Program includes work performed in-house, work contracted out to utilities, industry, and universities, activities of other federal organizations, joint federal-provincial projects and collaborative R&D with foreign fusion programs.

NRC-1310

Fusion Energy

Description: Working papers, correspondence, inquiries, etc., related to all aspects of fusion energy R&D, especially to magnetic confinement technology of tokamak, fusion fuels (tritium) technology, and inertial confinement technology with lasers. *Topics:* Correspondence, reports, presentations, conferences, committees, interdepartmental liaison; fusion programme IV.3; KMS Fusion Inc.; contractors' reports; laser fusion facility studies.

Solar Energy Program

The Program is responsible for management of NRC's solar R&D, including active solar heating systems for space and water, passive and hybrid heating systems, photovoltaic systems (direct to electricity conversion), industrial applications, etc. The prime mechanism is contracted work to the Canadian solar industry.

NRC-1320

Solar Energy

Description: Correspondence, memoranda, reports, and contracts related to research on solar systems - thermal, photovoltaic, agricultural, etc. - and to specific solar components. Significant information is recorded in the form of contractor reports. *Topics:* Administration; federal-provincial agreements; fundamental studies; resource assessment; advanced scientific projects; industrial technology and product development; systems trials and demonstrations; agricultural applications; analysis and design methods; monitoring; tests and standards; information and liaison; Solar Purchase Program; heat pumps.

Wind Energy Program

The Program is responsible for the federal R&D on wind energy, including support programs in other departments, as well as major in-house and contracted work. Major activities relate to assessment of wind energy resource, development of wind energy components and systems, field trials of wind energy systems and development of megawatt-scale turbines (AEOLUS).

NRC-1330

Wind Energy

Description: Working papers, correspondence, enquiries, contractor reports, etc., on all aspects of wind energy R&D, especially resource assessment, field trials and prototype development. *Topics:* Correspondence, reports and presentations, conferences, economics and wind energy, committees, interdepartmental liaison, unsolicited proposals and inventions; wind energy resource assessment; wind energy research (performance analyses, structural analyses, Atlantic Wind Test Site; environmental interaction, materials, standards); wind energy field trials; Megawatt Prototype (AEOLUS).

Vice-President (Industry)

The Vice-President (Industry) has responsibility for NRC's Industrial Research Assistance Program, the Technical Information Service with offices across Canada, and the Program for Industry/Laboratory

National Research Council of Canada

Projects (PILP) which includes projects in other government laboratories. Other principal functions in this area involve NRC's relations with industry in Canada, and an office for Industry Policy and Evaluation.

Classes of Records

NRC-1340

Industrial Development

Description: Information on program policy, cost-benefit reviews, industrial surveys, project proposals, program promotion, committee minutes, policy proposals and evaluations and program planning. *Topics:* Finance; projects; industry; provincial research councils; committees.

Industrial Research Assistance Program (IRAP)

Initiated in 1962, IRAP is the oldest continuous government program providing stimulus for industrial development and technological innovation. Through the system for IRAP contributions, NRC provides financial assistance to cover the costs of salaries for company research staff engaged in approved projects. Participating companies provide the research facilities and other expenses involved in the project and retain all titles and rights to the results of the jointly funded research. During the 1980-81 fiscal year, the program supported 447 projects in 354 companies with a budget of \$20.9 million. The IRAP Secretariat also administers the Mini-IRAP program, and until their termination in March 1980, it administered the Scientific and Technical Employment Program (STEP), and the Scientific and Technical Employment Program Extension (STEPEX).

Manuals

- IRAP brochure describing the program and its 'Conditions of Support'
- Mini-IRAP brochure

Classes of Records

NRC-1350

Industrial Research Assistance Program (IRAP)

Description: Minutes of meetings, agendas, membership of CIRA committee, terms of reference for committee, policy and practices of committee, research proposals, research projects, company annual reports, Project Manager visit reports, Liaison Officer reports, financial disbursements and general administrative documentation. *Topics:* Administration; finance; projects for IRAP Grants; invoices for IRAP projects; professional and trade associations; committees; industrial research institutes; provincial research councils; Mini-IRAP Program; Scientific and Technical Employment Program (STEP); Scientific and Technical Employment Program Extension (STEPEX); New Technology Employment Program (NTEP); Technical Co-operation Program.

Industry Policy Analysis

This Office carries out industry policy analysis and analysis of industry programs in anticipation of and in response to management requirements.

NRC-1360

Industry Policy Analysis

Description: Information on the administration and operations of the office, visits to and from outside organizations, lectures and talks,

seminars given by industry, enquiries, program analyses, policy papers, long-range plans and long-range plan themes, correspondence and working papers regarding new proposals and study projects.

Program for Industry Laboratory Projects (PILP)

The objective of the Program is to bring about the application and use of scientific and engineering knowledge in situations in which significant economic and social benefits to Canada can be foreseen. It is a co-operative program between Canadian industry and the federal government which offers financial contributions and assistance in the identification, development and marketing of technologies to which government scientific or engineering staff can make significant contributions. In addition, the Unsolicited Proposal Program is administered by PILP on behalf of Supply and Services Canada. It provides for contracting out of projects of interest to NRC divisions.

Manuals

- NRC Financial Management Manual
- Computer Use Manual (in preparation)

EDP System

- Computer storage of historical and current data

NRC-1370

Program for Industry/Laboratory Projects (PILP)

Description: Working papers, proposals, contract information, reports on visits, forecasts and estimates, budget information, Procurement Review Committee applications and conclusions, licences, correspondence and divisional review forms on Unsolicited Proposals and information on PILP projects and various fields of technology. *Topics:* Policy, general correspondence, administration and operation of program, inquiries, visits, lectures, licensing policy; finance; committees; and company information; fields of technology; projects; Employment and Immigration Canada; co-operative projects with industry; unsolicited proposals.

Technical Information Service

Central Advisory Service

The Technical Information Service (TIS) provides scientific and technical information, advice and assistance to the Canadian manufacturing industry with the aim of helping to solve technical problems, improve production operations, increase productivity, identify opportunities resulting from technological developments and promote the utilization of research results in industry. TIS engineers are located across the country and provide direct in-plant, person-to-person contact with the firms, which is an essential element of successful technology transfer, particularly where smaller companies are involved. The Central Advisory Service provides direct support to field staff by providing specialized knowledge and skills, facilitating access to NRC, federal and other resources and undertaking various field assignments.

EDP System

- Enquiry Index - an annual index prepared from a computerized listing of titles of inquiries answered by this unit

NRC-1380

Central Advisory Service

Description: Replies to inquiries from the manufacturing industry in the areas of chemistry, physics, engineering, electronics, metallurgy, elastomers (plastics and rubbers), the food sciences and environmental sciences; and on industrial engineering topics such as plant layout, productivity, materials handling, quality control, low-cost automation, production and inventory control and similar topics associated with manufacturing technology.

Field Advisory Service

The Service provides scientific and technical information, advice and assistance to the Canadian manufacturing industry with a view to helping to solve technical problems, improve production operations, increase productivity, develop new processes, products or markets, reduce costs and increase profits and thereby contribute to the economic and social development of the country. The TIS engineers and scientists located across the country provide direct, in-plant, person-to-person contact with the firms - this is an essential element of successful technology transfer, particularly for the small firms that have no engineering staff or other technical resources. (For TIS field office locations, see Introduction).

Manual

- Diagnostique - A Procedure for Analyzing the Needs of the Small Manufacturing Enterprise

Classes of Records

NRC-1390

Field Advisory Service

Description: Information on the assistance and advice provided to industrial clients in the areas of chemistry, physics, biology, mechanical-chemical-electrical-electronic engineering, plastics, rubbers, environmental matters, metallurgy, food technology and various industrial engineering topics such as plant layout, product quality, production and cost-control, value analysis, and other matters associated with production operations.

Technology Awareness Service

This unit assists industry by keeping it abreast of technological developments pertinent to their individual interests. By reading world-wide technical documentation and selecting articles of potential importance to industry, experienced engineers transpose the titles of selected articles to a computer, on a monthly basis, where they are matched against the 'interest profile' provided by the individual firm. Subsequently the companies receive a listing of the titles of articles corresponding to their declared areas of interest. Copies of the original articles are provided upon request.

EDP Systems

- Titles of articles selected
- 'Interest Profiles' registered by client firms
- Mailing lists of clients

NRC-1400

Technology Awareness

Description: Information on clients registered in the TIS Technological Awareness Program (including company name, address, interest

profile, etc.), the services available to clients and general administrative matters. *Topics:* Company files by province; TIS policies, procedures, reports and surveys; budget - costs and expenses; cost recovery; client profiles; conferences. *Storage Medium:* Awareness information and the annual indices also retained on microfiche.

Vice-President (External Relations)

The Vice-President (External Relations) has responsibility for international relations, university relations and related operations. He is also responsible for the Scientific and Technical Information Program including CISTI and the Canadian Journals of Research.

Classes of Records

NRC-1410

External and International Relations

Description: Information on visits to and from outside organizations, both within Canada and abroad; passport procurements for NRC staff; responses to requests for financial assistance; correspondence regarding international scientific exchanges on science and technology for less-developed countries and with scientific counsellors at London and Washington. *Topics:* Administration; finance; committees; London Liaison Office; International Scientific Exchange; countries.

Canada Institute for Scientific and Technical Information (CISTI)

Director's Office

The Institute is Canada's national centre for scientific and technical information, consisting of a central facility and eleven branches which serve the laboratory divisions of the National Research Council. The Director's Office is responsible for the administration and operation of the Institute in fulfilling its mandate to provide the people and government of Canada with scientific and technical information services.

Classes of Records

NRC-1420

Administration

Description: Correspondence and documents on the operation of the Institute such as project planning and reports; program forecasts, agreements, finance, etc. *Topics:* Administration (policy, general correspondence, inquiries, administration and operation, lectures and talks, seminars and colloquia, reference privileges, training program, inter-library delivery systems); STI operations; translation services; equipment and supplies.

Acquisitions Section

This Section is responsible for acquiring by purchase and exchange all significant published material in the field of scientific and technical information from world-wide sources. This includes books, periodicals and conference proceedings in many languages and in different formats (e.g. printed or on films).

National Research Council of Canada

NRC-1430 Acquisitions

Description: Records contain information related to acquiring publications for the CISTI library collection by purchase orders or exchange agreements - correspondence, invoices, payment records, processing services, etc.

Branch Libraries

The eleven Branch Libraries provide scientific and technical information services to the various divisions of the National Research Council, supplementing the library resources and services of the main facility.

NRC-1440 Branch Libraries

Description: Information on the internal operations of the Branch Library service to the NRC and to services extended to external organizations. *Topics:* Libraries (by name) - Administration, Aeronautical, Chemistry, Physics, Electrical Engineering, Building Research, Sussex Drive, Industrial Materials Research Institute, Dominion Radio Astrophysical Observatory - at Victoria and Penticton, B.C. - and Energy Branch.

Cataloguing Section

This Section is responsible for processing newly received publications for the CISTI library by creating a computer-based descriptive record of each item. These records are then used by the public to identify and locate items of interest by means of a computer terminal. The records are also available on microfilm.

Manual

- Anglo-American Cataloguing Rules

NRC-1450 Cataloguing

Description: Information on library automation systems, library computer applications, cataloguing rules, procedures and standards. *Topics:* STI Operations - policy; general correspondence; Dortmund Bibliotheksystem (DOBIS); Unicat/Telecat; University of Toronto Library Automation System (UTLAS).

Document Delivery Section

The Section lends books and photocopies of articles to clients in response to requests. It is also responsible for providing information on the availability of translations of scientific and technical articles from foreign languages and of publications which are difficult to obtain such as official publications of foreign government departments.

Manuals

- Interlibrary Loan Code
- Library Telecommunications Code

NRC-1460 Loans, Photocopies and Translations

Description: Correspondence and documents on the provision of loan and photocopy services outside the NRC and information on the

availability of translations from foreign language. *Topics:* Information Services - policy, correspondence, loan of CISTI books to outsiders, photocopy service, microfiche copies of technical reports.

Health Sciences Resource Centre

The Centre is responsible for providing a library reference service on health-related topics and for co-ordinating Canada's use of the U.S. National Library of Medicine computerized information service for medicine (MEDLINE).

NRC-1470 Health Services Resource Centre

Description: General correspondence on the Centre's library services, resources and the publications which it produces. *Topics:* Policy; Health Science Serials on Order; Issue of Conference Proceedings in the Health Sciences; Advisory Committee to the Health Science Resource Centre; Survey Directory of Health Science Libraries in Canada.

Information Services

The Information Services function provides scientific and technical information to the public in response to specific requests, using both computerized and manual searches of the literature. The section also operates a national on-line search capability for scientific and technical literature, (On-Line Enquiry System - CAN/OLE), as well as a national computerized current-awareness service (Selective Dissemination of Information - CAN/SDI) which regularly informs clients of the latest publications on a specified subject.

Manuals

- CAN/OLE User's Manual
- CAN/SDI Profile Design Manual

NRC-1480 Information Services

Description: Correspondence with tape and database suppliers, and with clients on details of services available, payment procedures, etc.; also information on the marketing of CISTI services in Canada, the CAN/OLE, the CAN/SDI, and the Information Exchange Centre. *Topics:* Chemical Abstracts Services; Institute of Scientific Information; publications; CAN/SDI tape services; Pollution Information Centre; Information Exchange Centre; Reference and Research Department; Knowledge Sources Index; CAN/TAP Services; CAN/SRP services; CAN/ACT services; bibliographic databases.

Publications Section

This Section is responsible for the production of CISTI publications for use by libraries throughout Canada, such as the Union List of Scientific Serials. It also produces publicity material describing the services offered by CISTI.

NRC-1490 Publications

Description: Information on the preparation, production and ordering of CISTI publications.

Scientific Numeric Databases

These databases are computerized CISTI service which allows scientists to access and manipulate scientific numeric data.

NRC-1500

Scientific Numeric Databases

Description: Information on establishing and operating an on-line retrieval service of scientific numeric data. *Topics:* Infrared special data; crystallographic data; thermochemical data; and others.

Research Journals Publishing Office

NRC publishes primary journals of research in various disciplines as a service to the scientific and engineering communities in Canada. The journals contain original reports of research written by scientists in Canada and abroad.

The Publishing Office is responsible for copy processing, setting of specifications for typesetting and printing contracts, production management, quality control, marketing and financial administration for the journals.

Manuals

- Instruction manuals for copy editors

NRC-1510

Research Journals

Description: Information on the publication of Canadian research journals. *Topics:* Administration; space and accommodation; authority and policy on publications; general correspondence; advisory committees; typesetting, printing, engraving and distribution services; translation of abstracts; continuing agreements; abstracting of publications; Canadian journals of research committees; and manuscripts for publication in Canadian journals of research.

Vice-President (Personnel and Administrative Services)

The Vice-President (Personnel and Administrative Services) is responsible for the complete personnel function, including employment, collective bargaining and related personnel services. Others include all NRC central administrative services; the Public Information Branch; and the offices of Official Languages, Canadian Human Rights, Status of Women and Freedom of Information.

Contract Services Office

The Office is composed of four operating sections and supporting services. Its function is to undertake, on behalf of laboratories and

program offices, the administration and reporting of NRC R&D contracted out to industry or universities.

Classes of Records

NRC-1520

Administration

Description: Correspondence, memoranda and contracts related to the general administration and operation of the Contracts Services Office, including inquiries made or answered. *Topics:* Status reports on contracted R&D, committee minutes, technical information and evaluations.

Public Information Branch

The Branch serves as a central source of general information about the National Research Council. By participating in exhibitions across Canada, arranging visits, open house events and generally responding to a wide range of enquiries, it endeavors to provide information to the public that will keep it up-to-date and aware of the Council's role, objectives, programs and achievements. It also acts in an advisory capacity and as a central resource in the implementation of information activities on specific NRC programs.

NRC-1530

Public Information

Description: Information on general public information programs at the NRC. *Topics:* General administration; responses to inquiries from the media and general public; tours and visits, conferences and seminars; NRC publications, displays and exhibits; films and audio-visual material; graphics; photography; NRC Open House.

NRC-1540

'General-Use' Series

Description: Information on the organization of international conferences; memberships, fees, minutes, annual reports regarding associations and societies; co-operation and liaison activities with universities, institutes, provincial and federal departments and agencies; commercial agreements with provincial research councils and federal government departments; interdepartmental committee correspondence and minutes; research agreements; correspondence, policy and guidelines on the Canadian Human Rights Act, Status of Women, Freedom of Information. *Topics:* Associations - clubs - societies; universities; institutes of technology; international conferences; commercial agreements; provincial governments; federal government departments; interdepartmental committees; Canadian Standards Association; publications; Status of Women; Canadian Human Rights Act; Advisory Board on Scientific and Technological Information; Scientific and Technological Information Services; research agreements; access to government information.

Background

The position of Comptroller General of Canada was created by Bill C-10, an amendment to the Financial Administration Act on June 30, 1978. The Comptroller General reports to the President of the Treasury Board. The role of the Office of the Comptroller General (OCG) is to ensure the establishment of sound management practices in the federal government.

Officials of the OCG work with program managers and departmental specialists to establish policy and to give advice on management practices, particularly in areas such as financial administration, operational planning and control, internal audit, and program evaluation.

The Office of the Comptroller General has three Branches and a small Planning and Co-ordinating staff support unit.

Access Procedures

Please address any formal requests under the Access to Information Act to:

Access to Information Co-ordinator
Office of the Comptroller General
160 Elgin Street, 20th Floor, North East
Place Bell Canada
Ottawa, Ontario
K1A 1E4
Telephone: (613) 593-6480

Classes of Records

OCG-10

Comptroller General

Description: Information on committees which the Comptroller General chairs and those of which he is a member, such as the Treasury Board Secretariat Advisory Committee (TBSAC); Committee of Senior Officials (COSO) and Cabinet Committee on Government Operations; also historical records such as the Federal Business Development Bank Loan Applications.

OCG-20

Access to Information and Privacy

Description: Correspondence on the Access to Information and Privacy Acts.

OCG-30

Auditor General

Description: Information on the Office of the Auditor General and general correspondence between the Office of the Auditor General and the Office of the Comptroller General. *Topics:* Study of Procedures in Cost-Effectiveness (SPICE).

OCG-40

Improvement of Management Practices and Controls

Description: General information on the establishment of Improvement of Management Practices and Controls (IMPAC) project.

OCG-50

Parliamentary Matters

Description: General information on parliamentary matters. Topic: Minister's House Book.

Management Practices Branch

The Branch works with Deputy Ministers and departmental senior managers to ensure that departments develop, use and implement sound management practices tailored to their needs and an integrated approach to financial and non-financial planning and reporting to improve management practices and controls.

Co-operation between the Branch and the departments takes the form of an OCG survey to identify areas where improvements are needed, an action plan by each department to carry out the improvements, and the implementation of the plan, which is carried out by the department and monitored by the OCG.

Manuals

- Policy and Procedural Manual

Classes of Records

OCG-60

Management Practices

Description: General information on the Cabinet Committee; central agency requirements; departmental contacts; Expenditure Management Framework; liaison, management consultants; Project on Operational Control in Scientific Research; training and development.

OCG-70

Conferences, Meetings, Presentations, Speeches

Description: Information on conferences, meetings, presentations, and speeches on a wide variety of subjects pertaining to the improvement of management practices and controls.

OCG-80

Improvement of Management Practices and Controls

Description: Information on Improvement of Management Practices and Controls Surveys I, II, III; the Development and Implementation of Action Plans (including monitoring); Implementation Assistance Program (IAP), departmental strategies, and anniversary meetings. *Access Note:* Action plans are produced by departments and are their property.

Policy Development Branch

The Branch defines accounting and reporting policies for the Government of Canada. It also develops government-wide policies and offers technical advice to departments and agencies on financial and operational management, and internal audit. The Branch is also responsible for the form of the Main Estimates and the Public Accounts, and for the co-ordination and preparation of the government's response to the Auditor General's Annual Report.

Manuals

- Glossary of Financial Terms
- Internal Audit Handbook
- Performance Measurement Manual
- Specifications for Departmental Systems Manual
- Catalogue of Financial Systems

Office of the Comptroller General

- Treasury Board Guide on Financial Administration
- Accounting and Reporting Handbook

Classes of Records

OCG-90

Policy Development

Description: Policies for financial administration in departments and agencies of the Government of Canada; accrual accounting; Canada Year Book; common services; interdepartmental charging; Lease or Buy; legal opinions; legislation; mail management; accounting studies implementation plan; Public Works Canada Revenue Dependency; Review of Supply and Services Canada implementation resources; Royal Commission on Financial Management and Accountability (Lambert Commission); Department of Finance Canada monthly reports on the standard rate of exchange; transfer of cost between departments.

OCG-100

Accounting and Control of Expenditures

Description: Information on the delegation and communication of financial signing authorities by Ministers and deputy heads in a manner that provides controls on the disbursement of public money through adequate enforcement of an appropriate division of responsibilities. *Topics:* Account verification and payment requisitioning; accounting for inventories; control of Receiver General cheques; and accounting and control procedures; cheque issue security and bank losses; corporate credit card; departmental bank accounts; grants and contributions; Payable at Year End (PAYE); payment of interest; pay procedures; petty cash.

OCG-110

Accounting and Control of Revenue and Accounts Receivable

Description: Information on controls of the operational and financial systems of the Government of Canada. *Topics:* Collection and deletion of debts due the Crown; interdepartmental settlements; standing advances.

OCG-120

Acts

Description: Information on certain Acts which apply to the Public Service of Canada such as the Adjustment of Accounts Act.

OCG-130

Auditor General

Description: Information on the Auditor General's Act; and the Independent Review Committee on the Office of the Auditor General (Wilson Committee) and Reports.

OCG-140

Budgetary Control

Description: Information on Governor General's Warrants; commitment accounting; managerial control of budgets.

OCG-150

Budget Preparation

Description: General information on Budget Preparation; Program Planning and Budgeting.

OCG-160

Classification of Accounts and Transactions

Description: Information on classification and coding of financial transactions of the Government of Canada. *Topics:* Classification and

Coding Project; expenditure and revenue coding; Study of Classification and Coding of Financial Transactions (N.G. Ross Study, 1973-75).

OCG-170

Cost-effective Management Controls

Description: General information on cost control, departmental responses and revenue and cost recovery.

OCG-180

Crown Corporations

Description: General information on Crown corporations; also their audit, financing and mailing lists.

OCG-190

Departmental Enquiries

Description: Information on enquiries to the Office of the Comptroller General of Canada from departments and agencies on subjects where no specific class of records exists.

OCG-200

Financial Administration Evaluation

Description: A study to evaluate the results of the transfer of financial responsibilities to departments and agencies from central control agencies. *Topics:* Canadian Radio-Television and Telecommunications Commission (CRTC); Environment Canada; Health and Welfare Canada; Veterans Affairs Canada.

OCG-210

Government Reporting

Description: General information on government reporting of public expenditures. *Topics:* Public Accounts; reform of the Main Estimates; Revolving Funds And Working Capital Advances; Study of the Accounts of Canada (N.G. Ross Study 1973-75); valuation of recorded assets.

OCG-220

Internal Audit

Description: Information on internal auditing within the federal government: the systematic, independent review and appraisal of all departmental operations, including administrative activities, for the purpose of advising the Deputy Minister and senior managers on the efficiency, economy and effectiveness of the internal management practices and controls; internal audit input into program evaluation activities, as warranted; and policy statements, guidelines and standards by the Office of the Comptroller General of Canada to departments and agencies. *Topics:* Audit and evaluation; committees; employment and staffing; improvement of management practices and controls; Action Plans, Survey I, II; long-term audit plans; performance assurance; research projects; Study of Internal Audit.

OCG-230

Liaison

Description: Information on the exchange of information between the federal government and provincial and territorial governments, universities, foreign countries and accounting associations.

OCG-240

Management of the Financial Function

Description: General information on the management of government finance; also the improvement of management practices and controls.

OCG-250

Operational Management and Systems

Description: Information on the periodic performance measurement, by departments and agencies of the federal government whose programs are subject to Treasury Board review, of the effectiveness and efficiency of their operations. *Topics:* Annual EDP reports and plans; committees, commissions; Departmental Financial Reporting Systems (TIMAC); liaison - commercial suppliers, departments and agencies; performance measurement - development and implementation, IM-PAC, program forecast analysis, projects, administrative overhead, food inspection, reports, reviews; publications; specifications for departmental systems - introduction, managerial control systems, financial and operational control systems, appendices; Study of Duplication of Financial Reports; systems inventory; systems projects. *Retrievability:* Files are subject, department, agency, committee, commission, province, territory, commercial supplier, project and manual.

OCG-260

Professional Development

Description: Information on the planning and direction of human resources development in the federal Public Service. *Topics:* Classification, organization, staffing; committees - Interdepartmental Advisory Committee on Financial Administration Development (IACFAD); courses - departmental programs, Financial Officer Recruitment and Development Program (FORD), Government Expenditures Management (GEM), resourcing; liaison - universities; seminars; studies.

OCG-270

Regulations

Description: Information on regulations which apply to the federal Public Service, such as the Public Officers' Guarantee.

Program Evaluation Branch

The Branch is responsible for seeing that departments implement the Treasury Board policy on program evaluation. This Branch works with departments and agencies to ensure that the periodic, critical and objective examination of programs becomes an established practice in the management of the Public Service. The principal activities of the Program Evaluation Branch include the definition of government-wide policies and standards for program evaluation; advice and assistance to departments in the development and ongoing operation of this function; preparation of related training policies and curricula; and informing of Cabinet Ministers on the status of the program

evaluation function in departments and agencies and on the quality of individual evaluations.

Manuals

- Guide on the Program Evaluation Function
- Principles for the Evaluation of Programs

OCG-280

Program Evaluation

Description: Information on various policy and operational program evaluation projects carried out by the Branch.

OCG-290

Committees

Description: Information on committees dealing with Program Evaluation. *Topics:* Parliamentary Review of Program Evaluation (White Paper).

OCG-300

Departmental Program Evaluation Operations

Description: Information on the development and implementation of program evaluation in departments and agencies.

OCG-310

Liaison

Description: Information on co-operation and exchange of information on program evaluation matters with foreign governments, institutes, private citizen, provinces, universities, departments and agencies.

OCG-320

Task Force on Program Evaluability

Description: Information on the establishment of a task force to work with departments to plan for the effective use of program evaluation in departmental management.

OCG-330

Techniques and State of the Art

Description: Bibliography; Operational and Internal Audit; program evaluability criteria; zero base budgeting; and A-Base Review.

OCG-340

Training and Development

Description: Information on training and development in the field of program evaluation.

Background

When the responsibilities of Clerk of the Privy Council were defined in 1935, the duties included the preparation of Orders and Minutes of Council and general oversight and direction of the Office of the Privy Council. The increase in the work of the Cabinet as a result of the Second World War made it necessary to make provision for a Secretary to the Cabinet. The Secretary was to collect and organize agenda for Cabinet meetings, provide the information and materials necessary for the Cabinet deliberations and prepare the results for communication to the departments concerned.

The Privy Council Office (PCO) came into being as a result of an Order in Council in 1940 which added the duties of the Secretary to the Cabinet to those of Clerk of the Privy Council. Today, the PCO acts as a central agency providing a link between the Prime Minister, the Cabinet and the public service. The Office provides essential services to Cabinet, Cabinet Committees and the Prime Minister.

Laws and Regulations

- Minute of Council P.C. 3374, October 25, 1935
- Order in Council P.C. 1940-1121E, March 25, 1940

Overall Responsibilities

The Privy Council Office has two main functions. One has to do with the operation of the Queen's Privy Council of Canada and primarily involves advice to the Governor General and the production of Orders in Council. The second has to do with the operation of Cabinet and the Committees of Cabinet.

For the purpose of the Financial Administration Act, the Privy Council Office is regarded as a department of government under the direction of the Prime Minister. The Clerk of the Privy Council and Secretary to the Cabinet, under whose direction the Privy Council Office's functions are carried out, is considered as a deputy head who takes precedence among the chief officers of the public service.

The Privy Council Office provides Secretariat support for Cabinet and the Committee of Cabinet to facilitate the collective decision-making of Cabinet and assists the exercise of the prerogatives of the Prime Minister, including the organization and processes of government and the appointment of senior officials to government positions.

The overall responsibilities of the Office may be summarized as follows:

- the co-ordination and provision of material related to the meetings of Cabinet and Committees of Cabinet for the use of the Prime Minister and the Chairmen of Committees;
- liaison with departments and agencies of government on Cabinet matters;
- undertaking of special studies on matters of current public policy concern as required; this includes participation in interdepartmental committees of officials through the provision of chairmen, members and secretaries and the preparation of papers for, and on behalf of, such committees;
- support and advice to the Prime Minister on his prerogatives and responsibilities for the organization of the Government of Canada;
- advice to the Prime Minister on national security and intelligence matters, as well as the preparation of emergency planning in

anticipation of national disasters or other emergencies requiring support the responsible civilian authority;

- the examination of submissions to the Governor in Council to ensure conformity with policy and legal requirements, and the preparation of draft orders; and
- duties related to regulations made under the Statutory Instruments Act including the examination revisions, registration and preparation for publication of federal statutory regulations in Part II of the Canada Gazette.

Organization

The Privy Council Office is separated into two main Branches: Plans and Operations. The Plans Branch assists the Prime Minister in defining the objectives and priorities of the government as well as determining the appropriateness of departmental mandates within the government. The Operations Branch is responsible for managing the business of Cabinet and Cabinet Committees. Each Committee has a corresponding secretariat which provides research and operational support. Most of these secretariats are in the Privy Council Office. As the concerns of Cabinet change, so do the Cabinet Committees. As a result, the number and titles of the secretariats within the Privy Council Office are also subject to change.

The Senior Personnel Secretariat serves as the personnel section for the selection and appointment of senior officers in Governor in Council positions. The Prime Minister is assisted in his responsibility for the safeguarding of the integrity of the nation by the Security and Intelligence Secretariat.

The Orders in Council section provides documentary and legal support to the Governor in Council.

Access to Information Co-ordination

The Access and Privacy Co-ordinator for the Privy Council Office oversees both the Access to Information and the Privacy of Information function. Requests for access to records under the Access to Information Act should be sent to:

Access and Privacy Co-ordinator
Privy Council Office
Langevin Block, Room 106
Ottawa, Ontario
K1A 0A3
Telephone: (613) 995-6955

Classes of Records

The files held by the Privy Council Office are organized under broad subject headings. The information they contain deals with specific issues of interest to the government from time to time. Much of the material on these files has originated in other government departments. Requests for general information should be referred to the government department having the greatest interest in the subject matter.

It should be noted that Orders in Council are published in Part II of the Canada Gazette and are therefore records in the public domain. Requests for this material should not be made under the provisions of the Access to Information Act.

Privy Council Office

Exclusion or Exemption of Records

Under the Access to Information Act, a class of records is excluded from the provisions of the Act under Section 69. The records are referred to as confidences of the Queen's Privy Council for Canada. In addition, records that contain advice or recommendations may be exempted by a government institution pursuant to Section 21. Both these sections refer to records that are less than twenty years old.

Federal-Provincial Relations Office

Background

The Federal-Provincial Relations Office (FPRO) was established on January 15, 1975 by "An Act Respecting the Office of the Secretary to the Cabinet for Federal-Provincial Relations and Respecting the Clerk of the Privy Council". For a period of time before this, its functions were carried out by a division in the Privy Council Office. It is designated as a Department of Government under the Prime Minister, and it is headed by the Secretary to the Cabinet for Federal-Provincial Relations who, supported by a Deputy Secretary, reports directly to the Prime Minister.

The Federal-Provincial Relations Office came into existence in response to the greatly increased interdependence of the federal and provincial levels of government. It developed as a co-ordinating and advisory agency designed to enable the federal government and the provinces to interact more effectively in serving the needs of the public. As one of its responsibilities in this respect, FPRO co-ordinates the development of policy proposals for the Prime Minister and provides administrative support for First Ministers' Conferences.

Mandate

The Office assists the Prime Minister, the Cabinet, individual Ministers and officials in dealing with the federal-provincial dimension of issues important to the attainment of the government's goals and priorities, including the strengthening of national unity.

Organization

The FPRO has two Sections headed by Assistant Secretaries to the Cabinet (FPR) which work on national unity and federal-provincial issues under the supervision of a Deputy Secretary.

Strategic and Constitutional Planning Section

This Section takes the lead in such matters as constitutional renewal, overall strategies for constitutional negotiations, major national unity matters and longer term policies of fundamental importance to the federation.

Provincial Analysis and Liaison Section

This Section acquires information, analyzes and reports on provincial and regional affairs. It provides other sections of FPRO and other federal agencies with more regionally based information, perceptions and advice on provincial and regional attitudes, aspirations and needs. This approach is related to federal policy and program development and delivery and to the solution of federal-provincial problems.

Access to Information Co-ordination

The Access and Privacy Co-ordinator for the Federal-Provincial Relations Office oversees both the Access to Information and the Privacy of Information function.

Requests for access to records under the Access to Information Act should be sent to:

Access and Privacy Co-ordinator
Privy Council Office
Federal-Provincial Relations Office
Langevin Block, Room 106
Ottawa, Ontario
K1A 0A3
Telephone: (613) 995-6955

Classes of Records

The files held by the Federal-Provincial Relations Office are organized under broad subject headings. The information they hold deals with specific issues of interest to the government from time to time. Much of the material on these files has originated in other government departments. Requests for general information should be referred to the government department having the greatest interest in the subject matter.

Exclusion or Exemption of Records

Under the Access to Information Act, a class of records is excluded from the provisions of the Act under Section 69. The records are referred to as confidences of the Queen's Privy Council for Canada. In addition, records that contain information whose release could be injurious to the conduct by the Government of Canada of federal-provincial affairs may be exempted by a government institution pursuant to Sections 21 and 14.

Mandate

Public Archives Canada (PAC) has a dual role. First, as a research institution, it is responsible for acquiring from any source all significant archival material "of every kind, nature and description" on all aspect of Canadian life, and for providing suitable research services and facilities to make this material available to the public.

This broad mandate obliges the Public Archives Canada to preserve material from the private sector as well as federal government institutions. The classes of federal government records described in this publication, however, do not include material placed in Public Archives Canada by persons or organizations other than government institutions. Access conditions for collections acquired from the private sector are normally established by negotiation between the donor and the Public Archives Canada.

Second, Public Archives Canada has an equally important role to play in the effective and efficient management of federal government records. In addition to contributing to overall efficiency, these activities provide for the preservation of an administrative memory by documenting current and former government activities.

Organization

The Department is directed by a deputy head who is supported by the administrative and operational branches and divisions.

The Archives Branch consists of eight Divisions: Manuscript, Federal Archives, Public Archives Library, Machine Readable Archives, National Map Collection, Picture, National Photography Collection and National Film, Television and Sound Archives. The Branch also maintains offices in London and Paris.

The Records Management Branch consists of the Records Management Services Division, the National Personnel Records Centre and the Federal Records Centres Division.

The Departmental Administration, besides having responsibility for such services as financial and personnel management, also includes the Micrographic Standards and Reprographic Development Office, Technical Services and Exhibition Services.

General Information

Information on the different publications produced by Public Archives Canada can be obtained by contacting:

Communication Services
Public Archives Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N3
Telephone: (613) 996-1473

Access Procedures

Formal access requests under the Access to Information Act should be forwarded to:

Federal Archival Records Access
Archives Branch
Public Archives Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N3

Dominion Archivist's Office

The Dominion Archivist is ultimately responsible for all activities of Public Archives Canada. He also participates nationally and internationally in various committees, associations and councils. The Assistant Dominion Archivist assists the Dominion Archivist, particularly in the historical documents and records management functions.

Classes of Records

PAC-10 General Operations

Description: Information on the acquisition and conservation of historical documents and the records management functions; and policy files including correspondence with the Minister, the Treasury Board of Canada, etc.

PAC-20 Federal-Provincial, National and International Liaison

Description: Information on participation in various departmental, provincial, national and international organizations. *Topics:* Associations - Association of Canadian Archivists, Association des archivistes du Québec; Societies - Society of American Archivists, Royal Commonwealth Society; Councils - International Council of Archives; and Committees - Senior Management Committee, Advisory Committee on Public Records, Archives Committee for Pan-American Institute of Geography and History.

Archives Branch

The Branch is responsible for the acquisition, organization and preservation of historical material from government institutions as well as private individuals and organizations; and the provision of informal access to historical government records, research facilities, advice, assistance and a reference service for government departments and the research communities.

Federal Archives Division

The Division is responsible for the acquisition, selection, custody and preservation of the textual historical records created and received by the departments and agencies of the Government of Canada and their predecessors, and for making these records available for reference and research purposes.

Manual

- Federal Archives Division Procedures Manual - outlines procedures for the major functions of the Division

Classes of Records

PAC-30 Acquisitions and Control

Description: Information on the acquisition of government records and their selection, organization, description and conservation as the permanent historical record of the Government of Canada. *Topics:* Negotiations and liaison with departments and agencies; submissions of records retention and disposal schedules and microfilm proposals; transfers of records and accessioning procedures; all matters concerning the organization, selection and description of historical records; liaison with other PAC divisions and branches on historical records.

PAC-40

Reference and Inquiries

Description: Information on the terms, arrangements and provisions for making information contained in the historical records available to the general public. *Topics:* Registration of researchers; access and restrictions; microfilm interlibrary loans; photo duplication services.

PAC-50

Historical Records

Description: Information on all aspects of the organization and operations of federal government departments and agencies and their predecessors, selected for permanent preservation because of their historical value. *Topics:* Culture and communications; external relations; trade, commerce and statistical matters; fiscal and industrial affairs; judicial and parliamentary activities; state and general government administration; military and wartime activities; minerals and energy; natural resources, the north and scientific research; public works and transportation; social and native affairs. *Retrievability:* The original file classification systems used in the creating departments and agencies have been maintained, but the records of each department and agency have been placed into Record Groups. *Storage Medium:* Microfilms.

National Film, Television and Sound Archives Division

The main function of this Division is the acquisition and custody of historically significant audio and audio-visual records such as films, videotapes and sound recordings, from the private sector and government institutions. Reference services are available to government institutions as well as to the general public.

Manual

- Internal Cataloguing Procedure Manual

Classes of Records

PAC-60

National Film, Television and Sound Archives

Description: General information on the functions of the Division, including access to material (restrictions); exchanges and agreements; loans; projects.

PAC-70

Acquisitions and Accessions

Description: Information on the acquisition of films, videotapes and sound recordings of historical value for preservation, cataloguing and storage by the Division. *Topics:* Cataloguing; preservation; evaluations, appraisals of collections; purchasing, donations; negotiations.

PAC-80

Reference and Inquiries

Description: Information on reference and inquiries to the Division for information or copies of holdings. *Topics:* References; cataloguing; permissions to copy; Inquiries - individuals, companies, societies and associations, municipal, provincial and federal government institutions.

PAC-90

Historical Records

Description: Selection of films videotapes and sound recordings for permanent archival retention. *Topics:* Documentation on Canadian

film, television and international cinema; still photographs and transparencies relating to television and films; sound recordings of historical events and broadcasts; biographical sound interviews; fiction and non-fiction films and videotapes. *Storage Medium:* Films, tapes, discs, photographs and transparencies.

National Map Collection Division

The main function of the Division is the acquisition and custody of historically significant cartographic and architectural records, mostly from federal government institutions. The Division also collects historical material from the general public. Reference Services are available to government departments as well as to the private sector.

Manual

- Internal Procedures Manual - guidelines on the acquisition, appraisal, selection, classification, and accessioning of maps received from government departments

Classes of Records

PAC-100

National Map Collection

Description: General information on the functions of the Division. *Topics:* Loans of maps; microfilming submissions from federal government institutions; access to material; internal research and cataloguing projects; development and participation in the archives course and the seminar on cartographic archives; provision of material for exhibitions.

PAC-110

Acquisitions and Accessions

Description: Information on the acquisition and accession of cartographic and architectural records from government institutions and the private sector for preservation, cataloguing and storage by the Division. *Topics:* Evaluations; negotiations; agreements; auctions; offers of maps. *Retrievability:* These files are arranged by subject, donor or collection.

PAC-120

Reference Inquiries

Description: Information on reference and inquiries to the Division for information or copies of holdings. *Topics:* Inquiries - individuals, companies, societies and associations; colleges, universities and schools; municipal, provincial and federal institutions. Permissions to copy; redistribution of maps.

PAC-130

Historical Records

Description: Selection of all cartographic and architectural forms, including maps, plans, charts, blueprints, atlases and globes for permanent archival retention. *Topics:* Early Canadian cartography; modern cartography (after 1850); government cartographic and architectural records. *Retrievability:* Collections acquired from government institutions and considered public records are filed by record group. Maps which are transferred to the National Map Collection from the collections acquired by the Manuscript Division are filed by collection name. Individual maps are filed by geographical classification number.

Manuscript Division

This Division is responsible for the acquisition, selection, organization, description, storage and preservation of nationally significant and

historically valuable private manuscripts, corporate records and non-federal public records. It also serves government agencies and the public by making these records available to researchers, by performing research and by providing information and advice.

Manual

- Manuscript Division Procedures Manual

Classes of Records

PAC-140

Acquisitions and Accessions

Description: Information on manuscripts and records acquired from the private sector to be organized, retained and preserved by Public Archives. *Topics:* Acquisitions (negotiations, some evaluations and agreements with collectors, the public and donors; also exchanges with archival institutions); contacts for acquisition purposes; transfers, organization and control of manuscript collections. *Retrievability:* These files are arranged by subject, donor, collection and institution.

PAC-150

Reference and Inquiries

Description: Information on research performed by divisional staff, inquiries, and access to the records in the custody of the Division. *Topics:* Research (on historical events and persons, cultural, political, social, economic, scientific and intellectual development of Canada, genealogy, ships, military regiments and other miscellaneous subjects); inquiries - by individuals, organizations and government departments, access to records - lists of access restrictions and requests, including approval or denial of access (listed by year).

Machine Readable Archives (MRA) Division

The Division appraises, acquires, controls and makes available for research historically valuable machine readable (EDP) records produced in the public sector and those of national significance produced in the private sector. It also assists in the development and promotion of data archival techniques in other organizations.

Manual

- Policies and Procedures Manual - provides an outline of divisional functions

Classes of Records

PAC-160

Machine Readable Archives

Description: Correspondence of a general nature on the operations and activities of the Division. *Topics:* EDP hardware (equipment and machinery); EDP software (development or consideration of systems); projects undertaken by divisional staff such as U.L.M. Alphatext, Persfile system; studies, surveys and questionnaires; conservation of holdings (such as certification reports or precision rewind of tapes).

PAC-170

Acquisitions and Accessions

Description: Information on the appraisal and acquisition of machine readable data files of historical or long-term research value. *Topics:* Acquisitions (government and private sectors); liaison (institutions and countries); microfilm submissions; records retention and disposal schedules.

PAC-180

Reference and Inquiries

Description: Information on inquiries and access to machine readable records in the custody of the Division. *Topics:* Access restrictions (government and private sector); inquiries.

PAC-190

Historical Records

Description: Machine readable (EDP) information on many aspects of the operations of government departments and agencies, acquired for its historical and long-term research value. *Topics:* Culture and communication; external relations; trade, commerce and statistical matters; fiscal and industrial affairs; judicial and parliamentary activities; state and general government administration; military activities; minerals, energy and natural resources; the north and scientific research; public works and transportation; social and native affairs. *Retrievability:* These files are arranged by EDP file title and government department.

National Photography Collection Division

The Division collects, organizes, preserves and makes available selected photographic collections to the public.

Manuals

- Guide to Photo Control Procedures and Methods
- Descriptive and subject cataloguing at the NPC
- Thesaurus of Cataloguing Terms

Classes of Records

PAC-200

Acquisitions, Research and Control

Description: Information on the acquisition and preservation of photographic documents organized and retained by Public Archives Canada. *Topics:* Negotiations with (and evaluation for) photographers, members of the public and donors; biographies of historical and contemporary photographers; inventories (photographic holdings of some government departments and agencies); research and acquisition projects; contacts in the public sector; accession (the nature, source and location of each photo collection); transfer, organization, storage and control of photographic records. *Retrievability:* These files are arranged by subject, by individual accession and by name.

PAC-210

Reference and Inquiries

Description: Information on inquiries and access to photographic documents in the custody of the Division. *Topics:* Inquiries - by individuals, organizations and government departments; files on the organization of reference services, the course and completion of exhibitions and publications and the cataloguing of photographs; access to records; photo duplication of records. *Retrievability:* These files are arranged by subject, year, individual, organization and government.

PAC-220

Historical Records

Description: Photographic documentation transferred to Public Archives Canada from federal sources illustrating all aspects of national life. *Topics:* Vary widely from one donor department or agency to another; depend on the functions of photography at the institution,

Public Archives of Canada

such as public relations, scientific or technical recording or experimentation and engineering and construction. *Retrievability:* Records are usually kept in their original arrangements but are accessioned and described by donor, subject, and sometimes by photographer. There is also an illustrated card catalogue of selected items from collections, various finding aids for specific collections and collection name files created as part of the Guide to Canadian Photographic Archives. *Storage Medium:* Various types of photographic paper; photographic negatives (glass plates and celluloid); early photographic processes on metal or glass bases.

Picture Division

The main function of the Division is the acquisition and custody of historically significant pictorial and iconographical records, mostly from the private sector. Reference services are available to government departments as well as to the general public.

Classes of Records

PAC-230

Picture Division

Description: General Information on the functions of the Division. *Topics:* Loans of pictures and transparencies; access to material; internal research projects; provision of material for exhibitions; exchanges and agreements; artist files by name.

PAC-240

Reference and Inquiries

Description: Information on reference and inquiries to the Division for information or copies of holdings. *Topics:* Inquiries - individuals, companies, societies and associations, colleges, universities and schools, municipal, provincial and federal government institutions; permission to copy.

PAC-250

Acquisitions and Accessions

Description: Information on the acquisition and accession of pictorial and iconographic records such as paintings, medals, drawings, posters and heraldry for preservation, cataloguing and storage by the Division. *Topics:* Evaluations; negotiations; agreements; auctions; offers of pictures; insurance. *Retrievability:* These files are arranged by subject, donor or collection.

PAC-260

Historical Records

Description: Paintings, drawings, heraldry, medals and posters selected for permanent archival retention. *Retrievability:* The holdings are arranged first by the physical aspect of the material: paper (posters, fashion magazines, drawings); canvas (paintings); others (medals, heraldry). They are then arranged by name of artist or collection. There is a backup subject cross-index.

Public Archives Library Division

The main function of the Division is the acquisition and custody of historically significant collections of books and other publications from government institutions and the private sector. It serves as the departmental reference library for the other divisions on their archival projects and operations. Services are available to government institutions as well as to the general public.

Manual

- Internal Procedural Manuals on Acquisition, Loans and Cataloguing

Classes of Records

PAC-270

Public Archives Library

Description: General information on the functions of the Public Archives Library. *Topics:* Loans; special projects; operational relations with other division; participation in exhibitions.

PAC-280

Acquisitions and Accessions

Description: Information on the acquisition and accession of early Canadian historical documents and their cataloguing for preservation and storage. *Topics:* Indexes, biographies, genealogies, shipping and directories of cities and townships; purchasing and donations; restrictions on acquisitions; exchanges and agreements; evaluation, appraisals of collections.

PAC-290

Reference and Inquiries

Description: Information on reference and inquiries to the Division for information or copies of holdings. *Topics:* Publications and periodicals on - archives, records management, cartography, Canadian art, audio-visual archives and Canadian films, reports and journals of Canadian, American, British and French historical associations; permission to copy; research; inquiries - individuals, companies, societies, associations, municipal, provincial and federal government institutions.

London and Paris Offices

The function of these Offices is to identify, evaluate and arrange for the acquisition or copying of archival material relevant to Canada (manuscripts, maps, paintings, prints, photographs or publications) in England, France and the surrounding countries; also to answer research inquiries and provide a reference service.

Classes of Records

PAC-300

London and Paris Offices

Description: Information on the acquisition or reproduction of archival material relevant to Canada; specialized research and provision of reference services in answer to inquiries from government officials, scholars, university professors, students and the general public.

Records Management Branch

The function of the Branch is to provide a comprehensive service in its field primarily to federal government departments and agencies in Ottawa and in larger metropolitan centres across Canada. This service includes records centre storage and reference facilities; advice and assistance in records scheduling and disposal; the provision of training courses, printed standards and guides on records management; conduct of records surveys and evaluations; assistance for internal audit staff at institutions in the auditing of the records management functions; and assistance in other aspects of records management, including the federal government's Essential Records Program.

Manuals

- Records Organization and Operations
- Subject Classification Guide
- Records Management in Government Departments and Agencies
- General Records Disposal Schedules
- Records Management Guide for Minister's Offices
- Regional Records Centres Users' Guide

Records Centres Division

The function of the Division is to provide safe and economical storage facilities for dormant records, essential records and active computer tapes of all federal government departments, agencies and Crown corporations in regions where the federal government has its major concentrations of activity. Records Centres are located in the following cities: Halifax, Montreal, Ottawa, Toronto, Winnipeg, Edmonton and Vancouver.

Classes of Records

PAC-310

Federal Records Centres

Description: Information on the overall functions of Federal Records Centre. *Topics:* Standards and procedures; storage and inspection of microfilm (Redox Blemish Program); surveys of holdings at Regional Records Centres; information on non-government record centre storage of computer tapes; fumigation of material.

PAC-320

Accession and Reference

Description: Information on accession and reference to federal government records transferred to the Regional Records Centres and Essential Records Centre, including indices and finding aids for reference purposes. *Topics:* Accession listings; records transfer forms; records finding aids; reference lists; shelf lists for location; reference inquiries from government departments. *Retrievability:* These files are arranged by department and accession list number.

PAC-330

Retention and Disposal

Description: Information on the storage, preservation and ultimate disposition of records created by federal institutions. *Topics:* Lists of records destroyed in Regional Records Centres; disposal of records; retention periods for personal information banks; scheduling and disposal procedures; means of disposal; retention and disposal authorities and submissions.

National Personnel Records Centre

The Centre provides retention, disposal and reference services to federal institutions as well as reference services to the general public on personnel and personnel-related records of former federal civilian employees and military personnel.

Files of former members of the RCMP are stored at the Centre but controlled and administered by the RCMP.

Manuals

- Militia Orders
- Army Orders
- Trade Specifications
- General Orders
- Royal Canadian Air Force Orders

Classes of Records

PAC-340

National Personnel Records Centre

Description: Information on subjects having to do with the overall functions of the NPRC. *Topics:* Quality control and error detection; ownership of records transferred to the Centre; access control and release of information in accordance with Part IV of the Canadian Human Rights Act; certification of documents; automated index of personnel history files (Persfile).

PAC-350

Acquisitions and Accessions, Reference and Inquiries

Description: Information on reference, inquiries and arrangements for the transfer of personnel records of former government civilian employees, military personnel and RCMP. *Topics:* Requests for information from government institutions as well as from the general public; requests and directives on standards and procedures; minutes of meetings on the transfer of records of former government civilian employees, military personnel and RCMP to the NPRC. *Retrievability:* These files are arranged by subject, department and individual public inquiry.

PAR-360

Retention and Disposal

Description: Information on identification of historical records and retention and disposal submissions and authorities for personnel records of former government civilian employees, military personnel and former members of the RCMP.

PAC-370

Personnel Information Files

Description: The records comprise personnel information collected during the course of an individual's term of employment in the Government. *Topics:* Former federal civilian employees and military personnel. *Retrievability:* These files are arranged by locator number. *Storage Medium:* Microfilm.

Records Management Services Division

The Division is responsible for advising and assisting government institutions on records management, reviewing the state of records management in government institutions, assisting institutions with the development of records schedules for paper and machine readable records, maintaining inventories, issuing manuals and guides, conducting technical training courses the Treasury Board of Canada with the administration of Access to Information and Privacy legislation and assisting in the government program to reduce paper burden on private industry.

Classes of Records

PAC-380

Records Management Operations

Description: Information on development of records management procedures and practices and guidelines; maintenance of inventories of departmental holdings; and exchange of information with organizations. *Topics:* Directives guidelines; general inquiries; inventories; liaison (provinces, other countries); publications; retention and disposal schedules and procedures.

PAC-390

Systems, Evaluations and Surveys

Description: Information on development of records systems; evaluations, assessment and recommendations on government records management programs. *Topics:* Systems - classification, EDP, microfilm and optical memory system; surveys, evaluations and audits of records management programs at international, federal and provincial levels.

PAC-400

Training

Description: Information on planning, developing and conducting training and development courses for records management personnel. *Topics:* Records management training courses and lectures at federal institutions and other organizations; Senior Records Management Course (including arrangements, assignments, examinations, facilities, financial matters, lecturers and discussions, nominations and inquiries, student documentation team projects, training aids and workshops).

Administration Branch

The Branch is responsible for providing administrative, financial, personnel, technical and exhibition services to Public Archives Canada and the National Library. In addition, it provides publicity and publication services for the Public Archives Canada.

Micrographic Standards and Reprographic Development Office

The Office co-ordinates activities for the development of National Micrographic Standards in harmonization and liaison with standards writing organizations in other countries, and participates in the development of international micrographic standards; participates in national and international organizations endeavouring to achieve effective reprographic and micrographic programs and projects; carries out special tasks for the senior management of Public Archives Canada and the National Library of Canada; and provides a referral centre to facilitate access to information in the field of reprography at both the Archives and the Library.

Manuals

- International Standards Organization (ISO) Directives for technical work
- Policy and Procedures (preparation of standards from Canadian General Standards Board)

Classes of Records

PAC-410

Micrographic Standards and Reprographic Development

Description: Information on micrographic functions, projects and studies within Public Archives Canada and the federal government.

PAC-420

National and International Liaison

Description: Information on liaison and participation in national and international reprographic and micrographic associations, organizations, institutes and committees.

PAC-430

Micrographic Standards

Description: Information on the development of micrographic standards. *Topics:* Canadian General Standards Board; National Micrographic Standards; International Micrographic Standards.

PAC-440

Research and Reference

Description: Information on the provision of advice and assistance on reprographic subjects to both Public Archives Canada and the National Library of Canada, as well as referral on reprographic technology for the departments. *Topics:* Technology development; new ideas; commercial industrial inquiries.

Exhibition Services Division

This Division provides the thematic design and fabrication of all public exhibitions of cultural and historical materials for both Public Archives Canada and the National Library of Canada. It is also responsible for the scheduling of exhibition space and the provision of technical advice to external organizations and foreign embassies using departmental exhibition facilities.

Classes of Records

PAC-450

Exhibition Services

Description: General information on divisional functions. *Topics:* Loans of equipment; exhibition schedules; preparation and shipping of exhibition material; exhibition requests; reservations - auditorium foyer; space and floor plans; travelling exhibitions.

PAC-460

Exhibitions by the Public Archives, National Library and Other Organizations

Description: Information on all aspects of exhibitions put on by the Public Archives Canada, the National Library of Canada and other organizations. *Topics:* Development of design; construction; production plans; installation of new exhibits; dismantling of exhibits and displays; and technical advice to outside organizations. *Retrievability:* These files are arranged by exhibition title.

Technical Services Division

The Division provides microfilm advisory and operational services to all federal government departments and agencies; picture and records conservation for Public Archives Canada and the National Library of Canada; photographic reproduction, electrostatic and photostatic copying for both patrons and staff of the Archives and the Library; and computer systems services for the Archives.

Manuals

- Public Records Order
- Guide on Electronic Data Processing Administration
- Microform Storage Standards

Classes of Records

PAC-470

Technical Services

Description: General information on divisional functions. *Topics:* Development projects - Redox Blemish Program and Development, Video Disc.

PAC-480

Central Microfilm Operation

Description: Information includes correspondence on a wide range of

microfilm services to all departments and agencies of the federal government. *Topics:* Source document microfilming - requested; quality control procedures - film; processing; computer output microfilming (COM); duplication and microformatting.

PAC-500

Conservation of Picture and Records

Description: Information on conserving, restoring and preserving of works of art and historical records of Public Archives Canada. *Topics:* Restoration, treatment and reproduction; special projects; training of conservators; standards - American National Standard Institute (ANSI). *Retrievability:* These files are arranged by work number (accession work number) and subject.

PAC-510

Computer Systems Section

Description: Information includes correspondence on the development, implementation and maintenance of EDP applications at Public Archives Canada. *Topics:* Development; implementation; maintenance; technical consultation - computer systems; projects.

The Royal Canadian Mounted Police

Background

The Royal Canadian Mounted Police (RCMP) was originally formed in 1873, under an Act of Parliament. In accordance with the present RCMP Act, the Commissioner, under the direction of the Solicitor General of Canada, is responsible for the control and management of the Force.

Laws and Regulations

The Royal Canadian Mounted Police enforces laws throughout Canada made by or under the authority of the Canadian Parliament. Administration of justice within the provinces, including enforcement of the Criminal Code, is the responsibility of the provincial governments. The RCMP has contract agreements with the two Territories and all provinces except Ontario and Quebec to enforce criminal, territorial and provincial laws pursuant to Section 20 of the RCMP Act. The RCMP Security Services is responsible for investigating and reporting to the Canadian Government on matters threatening the safety and security of Canada as provided for in "The Role, Tasks and Methods of the RCMP Security Services," a statement of responsibilities ratified by Cabinet on March 27, 1975, and Cabinet Directive 35, dated December 18, 1963.

Organization

Headquarters of the Force is in Ottawa. The Royal Canadian Mounted Police consists of 16 Divisions and the Security Service. Each Division is managed by a commanding officer. There are 13 operational divisions divided into 48 sub-divisions and 709 detachments located in all provinces and the territories. These Divisions are alphabetically designated with the Headquarters for each located in its respective provincial or territorial capital, except for A which is in Ottawa, and C which is in Montreal. Under the Commissioner, functional direction is provided by three Deputy Commissioners in charge of Administration, Criminal Operations, and Canadian Police Services respectively, and a Director General in charge of the Security Service.

Specialized support is offered to the 13 operational divisions by Air, Marine, and Laboratory services. The remaining three divisions are HQ and N, located at Ottawa and Rockcliffe, Ontario respectively, and Depot Division located at Regina, Saskatchewan.

The RCMP Academy (recruit training) is located at Depot Division in Regina. N Division comprises the Canadian Police College, the Musical Ride, and the Band. HQ (Ottawa) consists of the Commissioner's Office and his Secretariat, Directorate policy and co-ordinating centres, and specialized support services such as the forensic laboratory, the Canadian Police Information Center, and the Foreign Services Directorate which has responsibilities for activities of RCMP members stationed abroad.

Access Procedures

All record access requests under the Access to Information Act are processed centrally and should be addressed to:

The Commissioner
Royal Canadian Mounted Police
1200 Alta Vista Drive
Ottawa, Ontario
K1A 0R2
Attention: Departmental Access Co-ordinator
Telephone: (613) 593-5162

The diversity of operations within the federal, provincial, municipal,

and territorial jurisdictions results in information storage systems that are decentralized except for matters of national security where one master system is maintained in Ottawa. For this reason, persons submitting access requests must indicate the geographic location they want searched.

Informal Access to Manuals

Informal access to examine the basic and subsidiary manuals governing the administration and operation of the Royal Canadian Mounted Police will be provided at HQ, Ottawa and at Divisional Headquarters located at the following points:

1200 Alta Vista Drive
Ottawa, Ontario

306 Charter Avenue
Pleasantville, Newfoundland

3139 Oxford Street
Halifax, Nova Scotia

Woodstock Road
Fredericton, New Brunswick

450 University Avenue
Charlottetown, P.E.I.

4225 Dorchester Blvd.
Montreal, P.Q.

225 Jarvis Street
Toronto, Ontario

1091 Portage Avenue
Winnipeg, Manitoba

1825 McIntyre Street
Regina, Saskatchewan

1140 - 109th Street
Edmonton, Alberta

1200 West, 73rd Avenue
Vancouver, B.C.

4100 - 4th Avenue
Whitehorse, Yukon Territory

Basic Manuals

- Administration Manual
- Operational Manual

Subsidiary Manuals

- Air Services
- Financial Management
- Marine Services
- Material Management
- Officers
- Personnel Administration Manual - Public Service

The Royal Canadian Mounted Police

- Planning
- Property Management
- Records Management
- Staffing Personnel
- Telecommunications and EDP
- Transport Management
- Uniform and Dress
- Firearms Training
- Laboratory Services
- Identification Investigators'
- National Firearms
- Tactical Operations
- Security Service Operational

In addition to the basic and subsidiary manual list, the Force uses other manuals which are specific to particular areas of law enforcement, and are described under the various classes of records.

General Inquiries

Individuals wishing to make general inquiries on the RCMP, when access to actual records is not required, may do so by contacting

Royal Canadian Mounted Police
Public Relations Branch
1200 Alta Vista Drive
Ottawa, Ontario
K1A 0R2

Commissioner's Office and Secretariat

Planning and Evaluation Branch

Classes of Records

RCMP-10 Planning and Evaluation

Description: Information on the planning and organization of the Force, strategic policy planning and objectives, analytical studies, and assistance to the Commissioner and Senior Executive Committee in setting Force priorities. *Topics:* Demographic studies; criminal trends; deployment of human resources; co-operation with other government departments, and other police departments; provincial and municipal policing contracts; federal role task force projects; assistance, monitoring, and assessment of Division and Directorate requirements; examination of policies, objectives, and priorities of various Force programs; recommendations to the Commissioner and Senior Executive Committee on all aspects of the Force's programs and the evaluation of Force programs. *Retrievability:* Files are arranged by subject or project, and may be held at HQ or regionally. *Storage Medium:* Paper, microfiche, automated.

Manual

- Planning Manual Internal Communication Office

Classes of Records

RCMP-20 Division Staff Relations Program (DSRR)

Description: Information on the planning, development, and co-ordination of the Divisional Staff Relations Representative Program. *Topics:* Meetings of Divisional Staff Relations Representatives; policies and formation of DSRR programs; morale reports of Force members; DSRR and Commanding Officer conferences. *Retrievability:* Files are arranged by program, project, activities, and committee, and may be held at HQ or regionally.

Manual

- DSRR Manual (in drafting stage)

Foreign Services Directorate

This Directorate supports the Force's activities abroad, in contributing to the reduction in international crime, terrorism, espionage, and subversion, by promoting co-operation with police intelligence and security agencies. The Directorate also provides Employment and Immigration Canada with the results of investigations on the security screening of prospective immigrants.

Classes of Records

RCMP-30 Foreign Services

Description: Information on international crime, terrorism, espionage, and subversion, and security screening of prospective immigrants. Information under this class may include personal information which must be accessed under the Privacy Act. *Topics:* Co-operation with other police forces, government departments, and foreign agencies; official visitors to Canada; official hospitality policy and administration; liaison officer's conferences; training and assistance to foreign police forces; country assessment reviews; security screening. *Retrievability:* Files are arranged by subject, department agency, and country, and are held at HQ or regionally.

Audit Branch

This Branch is responsible to the Commissioner for developing and directing, within Force policy, comprehensive internal audits of divisions, directorates, and independent Headquarters Branches.

Classes of Records

RCMP-40 Financial Audit

Description: Information on the review and appraisal of the financial activities and control framework of the Force's divisions, and advice to management on the efficiency of financial functions. *Topics:* Financial organization, coding system, budget preparation and control; and control and accounting for expenditures, revenues and accounts, reporting systems, detachment audits, food services, property management, management of financial functions, accounting and control of revenues, accounting and control of accounts receivable; program forecasts, main estimates, transfer of funds, delegation, relocation,

The Royal Canadian Mounted Police

travel expenses, and secret expenses. *Storage Medium:* Paper, automated.

Manual

- Financial Audit Manual

RCMP-50

Management Audit

Description: Information on the review and appraisal of the effectiveness of the entire activities of the Force and the management controls designed to guide and regulate these activities. *Topics:* Review of mission statements and Force objectives; review of managerial and operational information; assessment of resources; specific management research and associated recommendations; compliance with existing policy; effective communication; morale and career satisfaction; control and safeguarding of valuables and exhibits; review of problem areas; and appraisal of existing management.

Manual

- Audit Branch Handbook

RCMP-60

Operational Audit Unit

Description: Information on auditing all aspects of Security Service operational undertakings with a view to determining that those operations are legal within the mandate of the Security Service, consistent with Force policy, ethically and morally acceptable, as well as efficient and effective. *Topics:* Interview reports; interview plans; audit reports containing findings and recommendations; and audit summary reports containing recommendations, Security Service response, and Audit Committee comment.

RCMP-70

Public Service Audit

Description: Information on the independent review and appraisal of the efficiency and effectiveness of Public Service personnel management. *Topics:* Job classifications, compensation, benefits, hours of work, human resource planning; personnel management planning; administration of collective agreements; training, travel, relocation, staffing, staff relations; publishing of audit reports; collection, disclosure and use of personal information; public access to audit reports; equal opportunities for women, natives, and handicapped; occupational health and safety; and contingency planning and handling of strikes.

Manuals

- Public Service Administration Audit Book

Public Relations Branch

The Branch is responsible for making the general public and media personnel more fully aware of the positive role of the Force, and for encouraging co-operation and understanding between the general public, the media, and the Force.

Classes of Records

RCMP-80

Public Relations

Description: Information on the distribution of information on the Force to the public and media concerning current or historical

matters; publication of the RCMP Quarterly and Gazette, and the handling of displays on safety or crime prevention. *Topics:* Liaison and public relations; exhibitions; visits and tours; RCMP Quarterly and Gazette; graphic arts; museums, relics, and curios; presentations to and by the Force; appreciation, condolences, and greetings; ceremonies and celebrations; addresses and speeches; and historical and contemporary photographs. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files are arranged by subject, name of individual, company, or project.

RCMP-90

Executive Officer

Description: Information on executive assistance provided to the Commissioner and Senior Executive Committee, and liaison with the Solicitor General's office. *Topics:* Minutes of Senior Executive Committee meetings and Ministerial meetings; executive travel itinerary of Solicitor General's staff and the RCMP Commissioner; Solicitor General's correspondence; questions by Members of House of Commons; and visits and tours. *Retrievability:* Files are arranged by subject, project, and travel log.

Criminal Investigations HQ Ottawa

C Directorate

This Directorate is responsible for directing and correlating activities of criminal investigations, crime prevention, law enforcement, and the general operational activities of the Force both in the field divisions and in the various responsibility centres of the Directorate.

Classes of Records

RCMP-100

Law Enforcement Support

Description: Includes information on technical and electronic support of criminal investigations through equipment and expertise in the field of audio surveillance, and on the polygraph and voice identification programs. *Topics:* Interceptions under Part IV.1 of the Criminal Code; human resource planning and training of personnel; co-operation and liaison with domestic and foreign authorities; sale of technical equipment; licensing; authorization to intercept private communications; polygraph and audio analysis case files. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational case files are arranged by name of individual, business, or organization; other files by activity, program, or project. Files may be held either at HQ or regionally.

Manual

- Investigator's Guide to Forensic Sound Recording Examination

RCMP-110

Commercial Crime

Description: Includes information on the planning, development and co-ordination of the law enforcement programs for commercial crime involving bankruptcy, securities and income tax crimes, corporate and business frauds and organized white-collar crimes on a national and international scale. *Topics:* Enforcement of Bankruptcy Act, Copyright Act, Canada Elections Act, Small Loans Act and Tax Rebate Discounting Act; frauds, forgeries, conspiracies, bankruptcies and corruption offences under the Criminal Code; provincial real estate,

The Royal Canadian Mounted Police

Mortgage Brokers and Mechanics Lien Acts; co-operation and liaison with domestic and foreign authorities; securities fraud intelligence; agreements with other federal departments; and Securities Fraud Information Centre. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational case files are arranged by name of individual, business, organization, activity, program, or project. Files may be held at HQ or regionally. *Storage Medium:* Paper and microfiche.

Manuals

- Counterfeit Detection Manual
- Currency Reference Manual

RCMP-120

Customs and Excise

Description: Includes information on the planning, development, implementation, and co-ordination of an ongoing customs and excise enforcement program within the RCMP. *Topics:* Enforcement of Customs and Excise Act, Excise Tax Act, Export and Import Permits Act, Cultural Property Export and Import Act, National Energy Board Act, and Petroleum Administration Act; conspiracies and frauds under the Criminal Code; intelligence, co-operation, and liaison with domestic and foreign authorities; Writs of Assistance; search warrants; report procedures; agreements with other federal agencies; and news releases. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational case files are arranged by name of individual, business, or organization; other files by activity, program, or project. Files may be held at HQ or regionally. *Storage Medium:* Paper, microfiche, and automated.

RCMP-130

Drug Enforcement

Description: Information on the development of RCMP policy and direction concerning drug enforcement including undercover and drug intelligence programs; also co-ordination of international investigations and assistance in developing government policy concerning drug abuse and enforcement. *Topics:* Enforcement of Narcotic Control Act and the Food and Drugs Act, Parts III and IV; intelligence; drug store inspections; identification of drugs and narcotics by mail; search and forfeiture; co-operation and liaison with domestic and foreign authorities; appointment of counsel; legislative amendments; prescriptions; theft of narcotics; and writs of assistance. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational case files arranged by name of individual, business, or organization; other files by activity, program, or project. Files may be held at HQ or regionally.

Manual

- Undercover Manual

RCMP-140

Immigration and Passport

Description: Includes information on the planning, development, and co-ordination of the RCMP's operational policies and procedures in the enforcement of the Immigration Act and provisions of the Criminal Code which refer to the illegal issue and possession of passports. *Topics:* Enforcement of Immigration and Citizenship Act; fraudulent use of SIN cards under the Unemployment Insurance Act; fraudulent use of Canadian passports under the Criminal Code; co-operation with domestic and foreign authorities; court rulings and judgements; appointment of counsel; locating persons indebted to Crown; foreign

criminal records; Immigration Appeal Board; U.S. deserters and draft dodgers; Citizenship Court; passports; reporting procedures, ports of entry, and border security; seminars; immigration warrants; deportees; intelligence ethnic groups statistics; and false identification. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational case files are arranged by name of individual, business, or organization; other files by activity, program, or project. Files may be held at HQ or regionally. *Storage Medium:* EDP systems.

Manual

- Employment and Immigration Manual

RCMP-150

Monitoring and Analysis Branch

Description: Includes information on the correlation, review, and monitoring of RCMP policies, objectives, and goals, and program forecast and main estimates for criminal operations; also monitoring and analysis of operational activities and statistical data. *Topics:* Uniform Crime Reports; calls for service; number of persons charged; Man-hour Reporting; time spent on calls for service; Operational Reporting System; reporting and filing procedures; demographic, ecological, and geocoding descriptors of RCMP detachments; and secret expense system. *Retrievability:* Records are arranged by project, activity, or program, and may be held at HQ or regionally. *Storage Medium:* EDP systems and microfiche.

Manuals

- Planning Manual
- Uniform Crime Reporting Manual

RCMP-160

Native Policing

Description: Includes information on the development, implementation, and co-ordination of policies, strategies, and programs which have to do with police service to the native community. *Topics:* Policing Indian Reserves; co-operation and liaison with native associations; Native Special Constable Program; native policing workshops and seminars; tribal police programs; band by-laws; and cross-cultural training. *Retrievability:* Files are arranged by program, activity, or project and held at HQ and regionally.

RCMP-170

National Crime Intelligence

Description: Includes information on the RCMP criminal intelligence program concerning organized crime. *Topics:* Dissident groups; major racketeers; organized crime; securities frauds; gambling; extortion; counterfeiting; prostitution; corruption, bankruptcies; drugs; pornography; major thefts; smuggling; commercial stills; co-operation and liaison with domestic and foreign authorities; surveillance; joint force operations; and reporting procedures. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational case files are arranged by name of individual, business, or organization; other files by activity, program, or project. Files may be held at HQ or regionally. *Storage Medium:* EDP systems.

RCMP-180

Interpol

Description: Includes information on the co-ordination of international criminal investigations for Canadian and foreign authorities; also policies and procedures under the constitution, and regulations and policies of Interpol. *Topics:* International criminal investigation,

The Royal Canadian Mounted Police

except policial, military, racial, or religious matters; international criminals; stolen works of art repository; stolen property; crime prevention; technical research and analysis of investigative methods; missing persons; notification of next-of-kin; Interpol laws and regulations; and regional conferences and symposiums. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational case files are arranged by name of individual, business, country, or organization; other files by activity, program, or project. Files are held at HQ.

RCMP-190

Federal Policing

Description: Includes information on planning, development, and co-ordination of the RCMP's operational policies and procedures in the enforcement of all Federal Statutes in Canada except those shown under Customs and Excise, Commercial Crime, Drug Enforcement, and Immigration and Passport; also operational complaints against members. *Topics:* Enforcement of Federal Statutes; assistance to domestic and foreign authorities; assistance in locating missing persons; search and rescue; contagious diseases; deserters and absentees; pollution; national parks; federal traffic regulations; explosives magazine inspections; U.F.O. and submarine sightings; annual seal hunt; parole; Nazi war criminals; penitentiaries - escorting and crises; bird branding; marine searches; honours and awards by Government House; operational complaints against member of the RCMP. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational case files are arranged by name of individual, business, organization, activity, program, or project. *Storage Medium:* EDP systems.

Manuals

- Laboratory Services Manual
- National Firearms Manual

RCMP-200

Contract Policing

Description: Includes information on planning, co-ordination, and determination of policies and procedures in areas where provincial and municipal police services are provided under contract; identification of operational requirements; evaluation of tactical and traffic enforcement equipment; crime prevention and police community relations programs; and traffic enforcement. *Topics:* Violent crime analysis; standards of policing; program forecast; auxiliary policing; emergency response terms; underwater recovery operations; hypnosis; provincial and municipal policing agreements; and opening and closing detachments. *Retrievability:* Records are arranged by project, activity, or programs and may be held at HQ or regionally.

Manuals

- Crime prevention —How to Do— manuals
- Tactical Operations Manual
- Planning Manual
- National Firearms and Firearms Training Manual

Criminal Intelligence Service Canada (CISC)

The Directorate is responsible for the control and administration of a nation-wide repository on criminal intelligence, and keeping the contributing law enforcement agencies apprised of developments in

the police intelligence community in order to effectively combat the spread of organized crime in Canada.

Classes of Records

RCMP-210

Criminal Intelligence Services

Description: Information on the promotion of the CISC program which involves the collection, analysis, and dissemination of criminal intelligence in Canada. *Topics:* Corruption; counterfeiting; customs, drugs; excise; extortion; fraud; gambling; gun-running; immigration; loan sharking; pornography; prostitution; thefts; firearms tracing program; and liaison and co-operation with Canadian law enforcement agencies. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational case files are arranged by name of individual, business, or organization; other files by activity, program, or project. Files are held at HQ. *Storage Medium:* EDP systems.

Manuals

- CISC Constitution and Regulation
- Policy, Procedures, Audit and User's Manuals

Air Directorate

This Directorate is responsible for the provision of advice on all Air Services matters, the formulation of Air Services policies, procedures and regulations, and the acquisition, repair, and overhaul of all RCMP aircraft.

Classes of Records

RCMP-220

Air Services and Aircraft Maintenance

Description: Includes information on the operation of RCMP Air Detachments and the maintenance and overhaul of all Force aircraft. *Topics:* Inspection reports; maintenance reports; conditions and specification of aircraft; employee qualifications; and flight logs. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files are arranged by name of individual, subject, product, company, and aircraft registration number. Files are held at HQ and regionally.

Manuals

- RCMP Air Maintenance Manual
- Air Services Manual

L Directorate (Laboratories and Identification)

This Directorate is responsible for the planning, direction, and development of policy, and general supervision of Force capabilities related to laboratory and identification services.

The Royal Canadian Mounted Police

Classes of Records

RCMP-230

Laboratory Services

Description: Information on exhibits or samples obtained during the course of an investigation and submitted to an RCMP laboratory by Canadian law enforcement agencies for forensic examination. *Topics:* Firearms; ammunition; tools and glass; documents and paper handwriting; cheque writing; counterfeit currency and negotiable instruments; stamps; clothes; fibres; textiles; hair and blood (human and animal); urine; saliva; seminal and other stains; alcohol; body organs and tissue, explosives; fire debris; petroleum products; and safe material. Information under this class may include personal information which must be accessed under the Privacy Act. *Storage Medium:* Paper, photographic film. *Retrievability:* Files are arranged by subject, name of investigation, or occurrence. RCMP laboratories are situated in Halifax, Sackville, Montreal, Ottawa, Winnipeg, Regina, Edmonton and Vancouver. Persons requesting access to this class of records must indicate the location they wish to access.

Manuals

- Laboratory Services Manual
- Methodology Manual

RCMP-240

Identification of Criminals

Description: Information on the collection, compilation, dissemination, use, and retention of criminal histories, fingerprints, and photographs for the purpose of detection, prevention, and suppression of crime, the security of the nation, and related matters. *Topics:* Criminal histories; fingerprints; photographs; pardon files; certificates of previous conviction; fingerprinting of adults; juveniles; deceased persons; criminal history checks; release of criminal histories; security screening for Federal Government departments and Crown Corporations; return and destruction of fingerprints and photographs; international exchange of fingerprints and criminal histories; Identification of Criminals Act; Criminal Records Act; and fingerprint identification of crime scene impressions. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files are arranged by name and date of birth, F.P.S. number, subject or project, fingerprint class, and description. *Storage Medium:* Microfiche, film, EDP systems.

Manuals

- Criminal Records Procedures Manuals
- Canadian Police Information Centre (CPIC) Reference Manuals
- Fingerprint Manual
- Video File System and Operational Manuals

RCMP-250

Scientific and Technical Services

Description: Information on the conduct, co-ordination, training, and consultation in the areas of scientific, technical, and operational research and development of the Force. *Topics:* Policy and research on toxicology, applied chemistry, serology, hair and fibre, alcohol, document examination, firearms and tool marks; photography and scientific instrumentation as they apply to forensic science; evaluation of scientific instrumentation and methodology; training of forensic scientists in the above fields; natural and human sciences research; and scientific library service. *Retrievability:* Files are arranged by

subject, organization, and project. *Storage Medium:* Microfiche, EDP systems.

Manuals

- Methodology and training guides as applied to forensic science
- Science Gas and Liquid Chromatography manuals
- Infrared and Ultraviolet Spectrophotometry
- Mass Spectrometry and Digital Electronic Integration

RCMP-260

Firearms Registration

Description: Information on the administration and policy of the National Firearms Registry and the Firearms Acquisition Certificate and Business Permit systems. *Topics:* Firearms or restricted weapons permit; Firearms Acquisition Certificates; Permit to Carry; Business Permit; Refusal and Revocation Orders; liaison with provincial and territorial Firearms Officers; appointment of legal counsel; amendments to Solicitor General's Firearms Policy; restricted and prohibited weapons; CPIC refusal files; and co-operation with federal government departments. Information under this class may include personal information which must be accessed under the Privacy Act. *Storage Medium:* Microfilm, EDP systems. *Retrievability:* Files are arranged by name of individual, serial number of weapon, business, police agency, or organization. Firearms registration certificates are kept only at Ottawa. Firearms Acquisition Certificates are held regionally or provincially.

Manuals

- National Firearms Manual

RCMP-270

Lost or Stolen Property - Wanted or Missing Persons

Description: Information on Canadian and U.S. lost or stolen negotiable instruments or securities, firearms, and other articles; arrest warrants; and aliens. *Topics:* Canada Savings Bonds; money orders; counterfeit currency; lost or stolen passports; various stolen articles and other securities; firearms; wanted and missing persons; and prohibited aliens. Information under this class may include personal information which must be accessed under the Privacy Act. *Storage Medium:* EDP systems. *Retrievability:* Records are arranged by name of individual, subject, and product or item by make, serial number, and denomination.

Manuals

- CPIC Reference Manual
- National Crime Intelligence Centre Manual (U.S.)

RCMP-280

Fraudulent Cheque and Securities

Description: Information on the RCMP repository of handwriting samples used in the commission of offences, which acts as a source for identification of offenders. *Topics:* Cheques; postal or bank money orders; travellers' cheques; holdup notes; forged medical prescriptions; hotel registrations; anonymous letters sent to government officials; and fraudulent cheque policy and procedures. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files are arranged by name, date of birth, address, F.P.S. number, and subject.

The Royal Canadian Mounted Police

RCMP-290

Photography and Audio-visual Aids

Description: Information on the central photo processing service for all RCMP units in Canada, and the creation and acquisition of audio-visual aids for law enforcement training and police-community relations. *Topics:* Assessment of photographic and photo processing equipment; audio-visual aids; film and slide library; slide and film catalogue; co-operation with other law enforcement agencies; central photographic equipment maintenance; and central photo processing. *Storage Medium:* Paper, slides, and films. *Retrievability:* Files are arranged by product, title, and project. Copies of processed films are returned to the contributor; none are retained by L Directorate.

Manuals

- Identification Investigator Manual
- Equipment procedures manual from manufacturers

F Directorate (Information Access)

This Directorate is responsible for the analysis and review of proposed and existing federal and provincial privacy and access to information legislation, the development and application of policies and procedures to satisfy legislative requirements, and responding to all requests for information received under the provisions of new or existing legislation.

Classes of Records

RCMP-300

Policy and Research

Description: Information on policy and research for existing and proposed privacy and access to information legislation concerning record collection, access, use, and disclosure. *Topics:* Canadian Human Rights Act, Part IV; Freedom of Information; Canadian Bar Association model bill; Freedom of Information Bill C-15; Privacy and Access to Information Acts (Bill C-43); foreign privacy and access legislation; indexing and Federal Information Banks; exemption from access; use of the Social Insurance Number (SIN); liaison with other government departments and foreign agencies; and statistics and activity reports.

RCMP-310

Disclosures

Description: Information on requests for access, correction or annotation, complaints, consultation between federal departments over release of information, policies, and procedures governing access. *Topics:* Access requests under the Access to Information and Privacy Acts; assistance to other departments or agencies; policies and procedures governing access; and the application of exemptions and release procedures in general. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files are arranged by name of individual and subject matter.

P Directorate (Protective Policing)

This Directorate is responsible for planning, developing, co-ordinating, and directing the policies and activities of the protective policing functions of the Force.

Classes of Records

RCMP-320

Airport Policing

Description: Information on planning, developing, and co-ordinating the role of the Force in the National Airport Policing and Security Program. *Topics:* Aeronautics Act and Regulations; Civil Aviation Security Measures Regulations; Airport Traffic Regulations; Government Airport Concession Operations Regulations; pre-board screening of passengers and crew; security of restricted areas; co-operation with airlines; co-operation with Federal Government departments; co-operation with local and foreign authorities; and airport policing and security policy.

Manual

- Memorandum of Agreement (Transport Canada - RCMP)

RCMP-330

VIP Security

Description: Information on planning, developing, and co-ordinating personal and physical security programs for Canadians in Canada and abroad, for foreign dignitaries, foreign missions and residences, and major national and international events. *Topics:* Visits of foreign dignitaries; protection of embassies and consulates, including personnel; analysis of physical threats to VIP's; liaison with other government departments; royal visits; training of VIP personnel; protection of Prime Minister and his family; protection of Governor General and Cabinet Ministers; protection of Supreme and Federal Court judges and other designated persons; and research on VIP security. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files arranged by name of individual or project. *Storage Medium:* EDP systems.

RCMP-340

Security Engineering

Description: Information on the evaluation and design of security equipment and structures for the RCMP, federal government departments, foreign diplomatic missions, other law enforcement agencies, provincial government and private industries under federal government contract, and security investigations. *Topics:* Structural and architectural building security concepts; alarm systems; access control systems; mechanical security devices, locks and security containers, speech security and soundproofing; security performance standards; training services to security personnel; classified waste disposal; and human restraining equipment. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files arranged by subject, project, product, company or departments, or name of individual. *Storage Medium:* Film, EDP systems.

Manuals

- Manufacturer Key Code Reference Book
- Security Containers Reference Book
- Laboratory Test Procedures and Standards
- Security Equipment Drill Guide
- Service and Maintenance Bulletins
- Equipment Specifications Manuals
- Test Report Manuals

The Royal Canadian Mounted Police

RCMP-350 Security Systems

Description: Information on the planning and development of security programs to protect federal government buildings and properties, record holdings, computer installations, vital points, foreign diplomatic missions, and private industries under federal government contract. *Topics:* Security inspections, consultations and training; contingency planning for non-criminal emergencies and disasters; Bomb Disposal and Explosives Act; speech security assessments and soundproofing; and liaison and assistance to other government departments. *Retrievability:* Files are arranged by subject, project, and name of department or company. *Storage Medium:* Photographs.

Manuals

- EDP Security Standards and Practices
- Security Inspection Manual

V Directorate (Telecommunications and EDP Services)

This Directorate is responsible for designing and implementing Force-wide systems of electronic data processing (EDP) and telecommunication services. The nation-wide services are provided to the RCMP and other accredited law enforcement agencies.

Classes of Records

RCMP-360 Systems Analysis and Programming

Description: Information on EDP analysis, design, development, implementation, and maintenance of operational and administrative systems. *Topics:* EDP research studies for police applications; user programming assistance and consulting services; project plans; analysis, design, feasibility, development, and implementation reports; post-implementation reviews; review and update of maintenance; and Users' Guide and Operational Manuals. *Storage Medium:* Paper, work processor, disc and magnetic tape storage.

Manual

- RCMP Data Centre Reference Procedure Manual

RCMP-370 Software Engineering

Description: Information on the analysis, design, development, implementation, and maintenance of software. *Topics:* Analysis, design, development, implementation, and maintenance of customized systems used in support of EDP applications; analysis, design, development, implementation, and maintenance of customized communications systems software used in support of telecommunications services; and specifications, evaluation, selection standards, implementation, and maintenance of vendor-supplied operating systems and proprietary software. *Retrievability:* Products or documents are filed under an internally assigned number based on category and subject.

Manual

- Canadian Police Information Centre (CPIC) Reference Manual

RCMP-380 Systems Integration

Description: Information on the co-ordination of EDP security and standards, database administration services, and quality assurance of EDP systems prior to release. *Topics:* Electronic data processing and computer communications security; terminals and switcher site security; threats to EDP security; recovery and contingency planning for re-establishment of V Directorate computing facilities; access rights to CPIC system and identification of all users; passwords and file algorithms; EDP standards; and test and quality control techniques and procedures. *Retrievability:* Files are arranged by subject and assigned user's code. *Storage Medium:* EDP systems.

Manuals

- EDP Standards Manual
- CPIC Reference Manual
- Data Manager Data Dictionary

RCMP-390 Systems Research and Planning

Description: Information on research, planning, and evaluation of computer systems. *Topics:* Research studies in EDP and computer communications systems technology; systems planning and co-ordination to ensure cost effective acquisition and implementation of EDP resources; and systems performance evaluation. *Storage Medium:* EDP systems.

Manuals

- CPIC Reference Manual
- EDP System Development Plan
- RCMP Manual of EDP Standards
- RCMP Data Centre Reference Manual
- Annual EDP Report and Plan

RCMP-400 Computer Operations

Description: Information on the operation of the central computer systems data preparation and control services and the environmental support of central EDP facilities. *Topics:* Computer system use and availability of hardware and software; on-line availability reporting system; RCMP Data System; data control and tape library services; environmental engineering support services; cost accounting for services provided; co-ordination and control of EDP equipment; and statistics on hardware status, performance, and suitability. *Retrievability:* Statistical files held at HQ and arranged by system and type of statistics.

Manuals

- CPIC System Operator's Manual
- Computer Hardware Operator's Installation and Maintenance
- Technical Operating and Maintenance Manuals
- Environmental Engineering Support Computer Media Library

The Royal Canadian Mounted Police

RCMP-410

Liaison Services

Description: Information on liaison, audits, training, and information services to Canadian Police Information Centre (CPIC) users, policy centre for Crime Index Sections, and support for the CPIC Advisory Committee. *Topics:* Development and monitoring of CPIC audits; policy; identification and evaluation of remote terminal services for CPIC; EDP training requirements; off-line searches (crime solving); auditing of computer interfaces and record keeping functions; audit standards and procedures; CPIC Advisory Committee minutes; and EDP information and developmental services. Information under this case may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files are arranged by item, project, subject, or name of individual.

Manuals

- Audit Standards and Procedures Manual
- CPIC Reference Manual
- National Directory
- Master Lesson Plans - CPIC Files

RCMP-420

Communications Security

Description: Information on the evaluation and need for secure communications and the selection, installation, and maintenance of communication security equipment. *Topics:* Planning and research of cryptographic equipment; training of personnel; liaison with other government departments and countries; acquisition, installation, and maintenance of cryptographic and other high security communication equipment; technical standards and operational procedures of communication security (Comsec) equipment; electromagnetic interference (EMI) evaluations and specifications; and Comsec Policy and Guidelines. Personal information on the training of personnel must be accessed under the Privacy Act. *Retrievability:* Files are arranged by activity, program, or project.

Manual

- Communications Security Handbook

RCMP-430

Network Services

Description: Information on the operation of data network services for the Force. *Topics:* Operation, development, and control of wire services and related equipment, excluding Comsec requirements; design, installation, operation, maintenance, evaluation, and analysis of the data communications network facilities; technical assessment, standards implementation, and network design of telecommunications systems, excluding radio communication; and establishment and monitoring of operating standards and procedures for the various communications networks.

Manuals

- RCMP Telecommunications and EDP Manual
- Manufacturers' and common carrier manuals dealing with system and network facilities.

RCMP-440

Telecommunications Development and Research

Description: Information on the telecommunication services given to the police community, the provision of standards, specifications for communications systems, and forecasting requirements. *Topics:* Telecommunications systems specifications; performance evaluation and systems analysis; liaison with other police force research groups and other government departments; consultation and advice to the police community; feasibility studies; field questionnaires; concept reports; and requirement statement reports, research documents, and field evaluations. *Retrievability:* Files are arranged by project or an assigned numerical index. *Storage Medium:* EDP systems.

Manual

- Telecommunications Operational Systems Manuals

RCMP-450

Telecommunications Engineering

Description: Information on communications systems and equipment engineering and development, technical research, communication, ancillary equipment evaluation and selection, maintenance engineering, and technical policy. *Topics:* Performance standards; purchase specifications; evaluation reports; project reports, system descriptions, frequency schedules and networks; diagrams and plans; engineering briefs; maintenance and installation reports; licences; electronic safety equipment; radar speed measuring devices and principles; and video and other closed circuit television (CCTV) services and facilities. *Retrievability:* Files are arranged by activity, location, equipment, manufacturer, type, model, or application.

Manuals

- Telecommunications Handbook
- Equipment Technical Manuals
- Systems Manuals on a geographical basis

RCMP-460

Canadian Police Information Centre (CPIC)

Description: Information on unsolved crimes and known criminals stored on the CPIC computerized information system. The information originates from the RCMP and other accredited Canadian law enforcement agencies. *Topics:* Criminal Record Synopsis; vehicles and licence plates lost, stolen, and suspect; boats lost, stolen, and suspect; persons wanted, charged, missing, suspect; prohibited persons/liquor, firearms, vehicle and boat operation; property lost, stolen; dental characteristics file; and motor vehicle registrations. Personal information in this class must be accessed under the Privacy Act. *Storage Medium:* Magnetic tape, high density disk. *Retrievability:* Files are arranged by subject, an assigned user's code, and name of individual.

Manual

- CPIC Reference Manual

R Directorate (Records and Publications)

This Directorate is responsible for planning and directing the RCMP policies and programs for record keeping, publications, paperwork, micrographics information systems, and the RCMP identity program.

The Royal Canadian Mounted Police

Classes of Records

RCMP-470

Records Management

Description: Information on the planning, development, and implementation of operational and administrative records systems and programs; mail, messenger, and library services. *Topics:* Records inventories; subject records classification; systems and indexes; management of records offices; records retrieval and reference services; records scheduling and disposal; mail and messenger services; records equipment; essential records; records security; professional development and user orientation; and information management. *Storage Medium:* Microfilm, EDP systems.

Manuals

- Records Management Manual
- Publication and Paperwork Management Manual

RCMP-480

Publication and Paperwork Management

Description: Information on the planning, development, implementation, and control of publication and paperwork programs. *Topics:* Collection, organization, editing, publishing, and monitoring of directives (official manual system); review and analysis of forms and forms systems; planning of techniques and procedures for processing correspondence; creation and maintenance of reporting systems; application and analysis of word processing systems; creation of standards and techniques for graphic presentation of information; and co-ordinating and monitoring RCMP Identity Program.

Manuals

- Directives Writers' Guide
- Correspondence Practices Handbook
- Design Guide
- RCMP Identity Program
- Word Processing - Basic Information and Guidelines for Implementation
- Employee Orientation Handbook

A Directorate (Staffing and Personnel)

The Directorate is responsible for planning and directing the policies and programs of the Force related to the organization and management of its human resources.

Official Languages Directorate

Official Languages is responsible for the implementation and co-ordination of a unified program, within the Force, for compliance with the Official Languages Act and related policy directives.

S Directorate (Supply and Services)

The Directorate is responsible for directing the planning, development, implementation, and evaluation of RCMP policies and programs related to accommodation, transport, material, food, miscellaneous services, and internal energy conservation.

H Directorate (Health Services)

This Directorate is responsible for planning, organizing and directing the policies and programs of the Force on medical and dental treatment, occupational health and safety and environmental health, developing pre-engagement medical standards for applications, and initiating and co-ordinating research projects in physical fitness and psychological testing.

The Chief Financial Office

The Office is responsible for budgeting and accounting systems, financial administration, the annual program forecast, estimates, analysis of expenditures and revenue trends, implementation and maintenance of financial accounting and reporting systems, and direction of financial policies.

N.B.: The Classes of Records and Topics which describe the records maintained by these directorate policy and co-ordinating centres are shown under the standard Class of Records section of the Register.

N Division (Training)

This Division is responsible for planning, organizing, staffing, directing, and controlling the facilities, resources, and operations of the Canadian Police College, and providing public relations and ceremonial services for the Force in Canada and abroad.

Classes of Records

RCMP-490

Public Relations and Ceremonial Services

Description: Information on planning, developing, and co-ordinating the activities of the Musical Ride and the RCMP Band. *Topics:* Breeding and training horses for the Musical Ride; equitation training of Musical Ride Personnel; training members for the Band; and transportation, accommodation, tours, immigration and customs requirements, ceremonial services, and promotional materials for the Musical Ride and the Band.

Manual

- Equitation Handbook

RCMP-500

Canadian Police College

Description: Information on training, research, information, and advisory services provided to Canadian and foreign law enforcement agencies. *Topics:* Investigational, management, training, and instructional techniques and crime prevention courses; course planning, loading, and evaluation; research and information dissemination on social, cultural, economic, commercial, and technological changes affecting law enforcement; and library service for the HQ Division complex and the Canadian Police College. Information under this

The Royal Canadian Mounted Police

class may include personal information which must be accessed under the Privacy Act.

Manual

- "Course Training Standards" for all courses offered at the College.

Depot Division

This Division is responsible for providing basic training to new recruits to prepare them for their future duties and responsibilities in the RCMP.

Classes of Records

RCMP-510

Academic Subjects

Description: Information on all academic training provided to new recruits. *Topics:* Criminal law; federal statutes; interrogation techniques; official directives system; operational training-simulation; report writing; first aid; care and handling of prisoners; human relations-crime prevention and community-police relations; applied human behavior for police intervention; victimology; ethical conduct; effective presentation; personal hygiene; history of policing and the Force; technical services-identification; communications-radio; CPIC; and progress reports and assessment of recruits. Information under this class may include personal information which must be accessed under the Privacy Act. *Storage Medium:* Paper, Video tapes. *Retrievability:* Files are arranged by subject and name of individual.

Manuals

- Course Training Standards on all subjects listed above
- CPIC Reference Manual
- Crime Detection Laboratory Manual
- Fingerprint Manual
- Explosives and Improvised Explosives Services Manual

RCMP-520

Physical Subjects

Description: Information on all physical training provided to new recruits. *Topics:* Physical fitness; self-defence; firearms training; swimming; drill; tactical troop training for crowd control; driver training and law enforcement; and progress reports and assessment of recruits. Information under this class may include personal information which must be accessed under the Privacy Act. *Storage Medium:* Paper, videotapes. *Retrievability:* Files are arranged by name of individual and subject.

Manuals

- Course Training standards on all subjects listed above
- Cavalry Drill Manual
- Tactical Operations Manual
- Smith System of No-accident Driving
- Fast Driver Handbook

- Sportsmanlike driving

RCMP-530

Armourer

Description: Information on the repair, maintenance, and evaluation of revolvers, pistols, rifles, shotguns, and other specialized firearms for the RCMP. *Topics:* Testing and evaluation of new firearms and ammunition; maintenance and repair of firearms; quality control inspection of newly procured firearms; log book on issue of firearms; machine shop facilities; and liaison and assistance to other government departments, accredited law enforcement agencies, and private sector.

Manuals

- National Firearms Manual
- Firearms Training Manuals
- Vendor-supplied Instruction Manuals

Operational Divisions

The Operational Divisions are responsible for the detection, suppression, and prevention of crime within established geographical boundaries. They provide provincial, and in some areas, municipal policing services under contractual arrangements, except for the provinces of Quebec and Ontario, where the RCMP enforces Federal Statutes mainly.

Classes of Records

RCMP-540

Planning

Description: Information on the formation, correlation, and monitoring of operational administrative short and long-range plans for the division, program forecast and divisional proposals on the organization, and evaluation of management and performance. *Topics:* Operational assistance reporting system; uniform crime reporting system; man-hour reporting system; unit and program performance measurements; research projects; and EDP co-ordination. *Retrievability:* Files are arranged by project, program, and unit name.

Manuals

- Planning
- Uniform Crime Reporting
- Audit Manuals
- EDP Manuals

RCMP-550

Police Community Relations and Crime Prevention

Description: Information on the promotion of good police-community relations to obtain public co-operation and support in crime prevention and law enforcement. *Topics:* Lectures by members of the Force; invitations to attend functions; police week program; programs to safeguard against crime; letters of appreciation; blood donor clinic; crime prevention centre bulletins; collection of funds for charitable organizations; conferences and seminars; visits by outside agencies; and liaison and public relations.

The Royal Canadian Mounted Police

Manual

- Public Relations and Crime Prevention Manuals

RCMP-560

Commercial Crime

Description: Information on frauds and corruption in the federal and provincial governments, as well as frauds and related offences pertaining to bankruptcies, securities and income tax crimes, corporate and business frauds, and organized while-collar crimes on a national and international scale. *Topics:* Enforcement of Bankruptcy Act, Copyright Act, Securities Act, Canada Elections Act, Weights and Measures Act, federal and provincial government grants and guaranteed loans, Combines Investigation Act, Farm Improvement Act, Tax Rebate Discounting Act, and other related Federal Statute Offences; frauds, false pretences, forgeries, conspiracies, theft, receiving benefits, secret commissions, breach of trust, and other Criminal Code violations; agreements with other federal and provincial authorities; co-operation and assistance to domestic and foreign law enforcement agencies; and Securities Fraud Information Centre. Information under this class may include personal information which must be accessed under the Privacy Act. *Storage Medium:* EDP systems, microfiche. *Retrievability:* Files are arranged by name of individual, business, or organization.

Manuals

- Counterfeit Detection Manual
- Currency Reference Manual

RCMP-570

Customs and Excise

Description: Information on the planning, development, implementation, and co-ordination of an ongoing customs and excise enforcement program within the RCMP. *Topics:* Customs Act; Excise Act; Excise Tax Act; Export and Import Permits Act; Cultural Property Export and Import Act; National Energy Board Act; Petroleum Administration Act and associated warrants; Customs Fraud and conspiracies under the Criminal Code; smuggling offences and commercial smuggling; illegal exportation and importation of cultural goods; illicit spirits; tax and duty-free articles; search warrants and Writs of Assistance; liaison and assistance to other police forces and government departments; and related customs and excise policy material. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files arranged by name of individual, business, organization, activity, program, and project.

Manuals

- RCMP Laboratory Services Manual
- Export and Import Permits Act Handbook
- D Memoranda
- Automated Information Customs Services Manual

RCMP-580

National Crime Intelligence Services

Description: Information on the RCMP criminal intelligence program concerning organized crime. *Topics:* Dissident groups; major racketeers; organized crime; securities frauds; gambling; extortion; counterfeiting; prostitution; corruption, bankruptcies; drugs; pornography; major thefts; smuggling; Income Tax and Customs Act; co-operation

and liaison with local, domestic, and foreign authorities; surveillance; joint force operations; reporting procedures; and sects, cults, and mind development groups involved in criminal activities. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files are arranged by name of individual, business, organization, activity, or project.

Manuals

- Criminal Intelligence Services Canada, Constitution and Regulations
- EDP Systems Manuals

RCMP-590

Immigration and Passport

Description: Information on the enforcement of the Immigration and Citizenship Acts, Passport offences under the Criminal Code, and assistance to foreign law enforcement agencies on international terrorists and criminals. *Topics:* Enforcement of Immigration and Citizenship Acts; fraudulent use of SIN cards and passports; lost or stolen passports; co-operation and assistance to domestic and foreign authorities; court rulings and judgements; wanted persons; citizenship court; ports of entry and security; seminars; immigration warrants; monitoring and surveillance of selected criminal targets; joint force operations; ethnic groups, illegal aliens, deportees; and international terrorists and criminals. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational case files are arranged by name of person, activity, program, or project.

Manuals

- Employment and Immigration Manuals
- Passport Examination Manual

RCMP-600

Drug Enforcement

Description: Information on drug enforcement including undercover drug operation and intelligence programs. *Topics:* Enforcement of Narcotic Control Act, and the Food and Drugs Act, Parts III and IV; evaluation of drug trafficking intelligence; illegal importation of drugs; handling and disposition of exhibits; search and forfeitures; co-operation and liaison with domestic and foreign authorities; writs; and assistance. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational case files are arranged by name of person, business or organization, subject, or project.

Manual

- Undercover Manual

RCMP-610

General Investigation Services

Description: Information on the enforcement, prosecution, and prevention of offences under the Criminal Code and federal and provincial statutes. *Topics:* Enforcement of Aeronautics Act and Regulations, Criminal Code, Liquor Act, Livestock Act, Branch Inspection Act, Weights and Measures Act (Odometer), Canada Shipping Act, Explosives Act, Income Tax Act, UIC Act, Migratory Birds Convention Act, and to a lesser extent, other federal and provincial statutes; Canadian Home Insulation Program; Security enquiries; force applicants and pardon investigations; assisting VIP activities; locating

The Royal Canadian Mounted Police

missing persons; demonstrations and riots; and liaison and assistance to other federal government departments, and domestic and foreign law enforcement agencies. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files are arranged by name of person, business or organization, and subject or project. *Storage Medium:* EDP systems.

Manual

- National Firearms Manual

RCMP-620

Airport Policing

Description: Information on the Division's role in the implementation and co-ordination of the National Airport Policing and Security Program — primarily in the protection of civil aviation, and holding actions pertaining to criminal acts pending the arrival of the police department having jurisdiction. *Topics:* Aeronautics Act and Regulations; Civil Aviation Security Measures Regulations; Airport Traffic Regulations; Government Airport Concession Operations Regulations; security of aircraft passengers and crew; assistance to federal government departments, local, and foreign authorities; airport policing and security policy; federal and provincial statutes; and assistance to other RCMP investigational sections. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files are arranged by name of person, subject, or project. *Storage Medium:* EDP systems.

Manuals

- Transport Canada - RCMP Memorandum of Agreement
- Disaster Plans and Emergency Procedures Manual

RCMP-630

General Detachment Policing

Description: Information on the RCMP's overall operational role in the enforcement of federal statutes, the Criminal Code, provincial statutes and municipal by-laws where applicable, as well as assistance to the general public and crime prevention. *Topics:* Enforcement of the Criminal Code, Narcotic Control Act, Food and Drugs Act, Customs and Excise Act, Immigration Act and other federal statutes; provincial statutes and municipal by-laws; traffic accidents; applicant investigations; security enquiries; claims and complaints against the RCMP; outstanding warrants; street checks; lost and found property, missing persons and other assistance to the general public; firearms and other issued permits to the public; intelligence information; emergency contingency plans; VIP and property protection; and liaison and assistance to other police forces. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files are arranged by name of person, business or organization, activity, and program or project.

RCMP-640

Law Enforcement Support

Description: Information on the technical and physical surveillance services supporting criminal investigations. *Topics:* Authorizations to intercept private communications and intercepts under the Criminal Code, Part IV.1; assistance to operational sections in gathering evidence and intelligence on designated targets involved in Criminal Code and federal statute offences; monitoring logs and transcripts; technical reports on equipment and services; physical surveillance reports; co-operation and liaison with local authorities; and acquisition and maintenance of technical surveillance aid equipment. Information under this class include personal information which must be accessed under the Privacy Act. *Storage Medium:* Paper, audio and

video tapes, and film. *Retrievability:* Files are arranged by name of individual, business or organization, activity, and program or project.

Manuals

- HQ Special I Branch Policy Manual
- Divisional Special I Section Policy Manual
- Physical Surveillance Techniques from Basic Training
- Special O Supplements and Directives

RCMP-650

VIP Security

Description: Information on the physical and personal security programs for Canadian and foreign dignitaries, foreign missions and residences, and related events, both domestic and foreign. *Topics:* Protection of the Prime Minister and his family, the Governor General, Cabinet Ministers, the Supreme and Federal Court Judges along with other designated persons; visits of foreign dignitaries; protection of embassies and consulates including personnel; liaison with other government departments; Royal visits; analysis of physical threats to VIP's; bomb threats and X-ray of unidentified objects; and research on VIP security. Personal information on these topics must be accessed under the Privacy Act. *Retrievability:* Files are arranged by subject, project, or name of individual.

RCMP-660

Security Engineering

Description: Documentation and information on all criminal and national security investigations, and evaluation and design of security equipment and structures for the RCMP, federal government departments, foreign diplomatic missions, other law enforcement agencies, provincial government, and private industries under federal government contract. *Topics:* Structural and intrusion techniques and technical aids pertaining to all locking devices, alarm systems, and security containers (commercial or federal government safe specifications); locksmithing key codes and other key codes maintained at Security Engineering level; structural and architectural building security concepts; alarm systems; access control systems; mechanical security devices; locks and security containers; speech security and soundproofing; security performance standards; training services to security personnel; classified waste disposal; human restraining equipment; and security of police equipment. *Retrievability:* Files are arranged by subject, project, and company or department.

Manuals

- Manufacturers' Key Code Reference Book
- Security Containers Reference Book
- Laboratory Test Procedures and Standards
- Equipment Specifications Manuals
- Test Report Manuals

RCMP-670

Security Systems

Description: Information on the planning and development of security programs to protect federal government buildings and properties, record holdings, computer installations, vital points, foreign diplomatic missions, and private industries under federal government contract. *Topics:* Security inspections, consultations and training;

The Royal Canadian Mounted Police

contingency planning for non-criminal emergencies and disasters; Bomb Disposal and Explosives Act; speech security assessments and soundproofing; and liaison and assistance to other government departments. *Storage Medium:* Paper and photographs. *Retrievability:* Files are arranged by subject, project, and name of department or company.

Manuals

- EDP Security Standards and Practices
- Security Inspection Manual

RCMP-680

Crime Index Services

Description: Information on the personal history, movements, and whereabouts of suspicious persons or known criminals. *Topics:* Correlation of crime-related information from various operational units and other sources; assistance to investigative units in identifying possible offenders; liaison and assistance to domestic and foreign law enforcement agencies; personal history, movements, and whereabouts of known criminals or suspicious persons, parolees, companies, associations, organizations; wanted and missing persons; and outstanding arrest warrants. Information under this class may include personal information which must be accessed under the Privacy Act. *Storage Medium:* Paper, microfiche, or EDP. *Retrievability:* Files are arranged by name of person, business or organization, subject, project, and FPS number.

Manuals

- CPIC and Automated Information Systems Manuals
- Records Management Manual
- CPIC Manual

RCMP-690

Identification Services

Description: Information on the identification support services given to investigators for the purpose of crime prevention and detection, law enforcement, and national security. *Topics:* Examinations and photography in relation to crimes, scenes of crimes, and accident scenes; fingerprinting and photographing of criminals; correlation of fingerprints; fingerprinting for visa, pardon, security clearances, applications, and public servants; examination and identification of exhibits; personnel photography; photography and other techniques for the preservation of evidence; research, evaluation, and purchasing of photographic equipment; and liaison and assistance to local accredited police departments. Information under this class may include personal information which must be accessed under the Privacy Act. *Storage Medium:* Films. *Retrievability:* Files are arranged by name of person, subject, project, or activity.

Manuals

- Fingerprints and Footwear Manuals
- Laboratory Service Manual
- Identification Methods and Techniques Instruction Set
- Identification Investigator's Manual

RCMP-700

Telecommunications Services

Description: Information on the evaluation, procurement, installation, and maintenance of telecommunications equipment in support of the operational requirements of the Division. *Topics:* Secure communications systems; CPIC system; various facsimile systems; closed circuit television; evaluation, purchasing, installation, and maintenance of telecommunications equipment; log books of incoming and outgoing radio calls; communications assistance to VIP and other special operations; liaison with private sector; and intercom and telephone systems. *Retrievability:* Files are arranged by subject, company name, or project.

Manuals

- CPIC Manual
- Telecommunications Handbook
- Telecommunications and EDP Manual

RCMP-710

Native Policing

Description: Information on the development, implementation, and co-ordination of policies, strategies, and programs for the delivery of police service to the native community. *Topics:* Policing Indian Reserves; co-operation and liaison with native associations; Native Special Constable Program; native constable workshops; and tribal police programs. Information under this class may include personal information which must be accessed under the Privacy Act.

Security Service

In accordance with government policy, the RCMP Security Service is responsible for investigating and reporting to the Government of Canada on activities of a subversive or terrorist nature, espionage, sabotage, and security screening investigations as they pertain to the safety and security of Canada.

Classes of Records

RCMP-720

Security Screening

Description: Information on security screening investigations conducted by the Security Service on federal government employees requiring access to classified information, and when necessary, those from the private sector where services are provided to the federal government. A visa vetting services is also provided on prospective immigrants. *Topics:* Personal history forms, field investigation reports, and briefs compiled from investigative reports. Personal information under this class must be accessed under the Privacy Act. *Retrievability:* Files are arranged by topic and name of individual. *Storage Medium:* EDP systems.

Manual

- Security Service Operational Manual

RCMP-730

Counter-intelligence

Description: Information on counter-espionage investigations concerning current and projected threats to the security of Canada as a result of hostile intelligence activity (espionage, subversion) directed by

The Royal Canadian Mounted Police

foreign governments or their representatives. *Topics:* Persons of counter-espionage interest including defectors, ex-agents, and political refugees; sensitive intelligence operations; establishment and organization of foreign missions in Canada; co-operation and liaison with domestic and foreign allied authorities; and persons travelling to or from countries which are of interest to the RCMP Security Service. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational files are arranged by name of individual, organization, activity, or program. *Storage Medium:* EDP Systems.

Manual

- Security Service Operational Manual

RCMP-740

Counter-subversion, Counter-terrorism and Counter-intelligence

Description: Information on current and projected threats to domestic security by subversion, terrorism, civil disorder, or other activity prejudicial to the safety of Canada. *Topics:* Individuals, groups, and organizations engaged in above activities; threat assessments; emergency measures and contingency planning; special events (VIP visits); and general country profiles. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational files are arranged by name of individual, group, or organization.

Manual

- Security Service Operational Manual

RCMP-750

Human Sources

Description: Information on the administration, policy, and management functions for all human information source operations. *Topics:* Co-operation and liaison with government agencies (domestic and foreign); policy development; and management of information sources. Information under this class may include personal information which must be accessed under the Privacy Act. *Storage Medium:* Microfiche, or EDP systems. *Retrievability:* Files are arranged by name of individual, organization, or topic.

Manual

- Security Service Operational Manual

RCMP-760

Security Service Secretariat

Description: Information on matters affecting the planning and co-ordination of Security Service activities prepared for the use of the Commissioner and the Director General. *Topics:* Summaries and briefing material of interest to the Canadian Security and intelligence community and NATO; ministerial correspondence; and strategic planning and goals. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files are arranged by topic and name of individual. *Storage Medium:* EDP systems.

Manuals

- Security Service Operational Manual
- RCMP Administration and Operational Manual

RCMP-770

Internal Security

Description: Information on all aspects of administrative security including management, supervision, co-ordination, and audit of personnel and security programs to ensure that security standards are established and maintained. *Topics:* Personal history forms; security interview reports; security surveys; security briefings; personal and property security; and investigations and breaches of security. Information under this class may include personal information contained in security clearance files which must be accessed under the Privacy Act. *Retrievability:* Files arranged by topic and name of individual. *Storage Medium:* EDP systems.

Manual

- Security Service Operational Manual

RCMP-780

Audit

Description: Information on the scheduling, planning, organization, and participation in audits which examine, analyze, assess, and review the activities of the Security Service and its management to determine the effectiveness and efficiency of the organization and management controls. *Topics:* Questionnaires; inspection and interview reports; audit reports containing findings and recommendations; and remedial action taken by audited areas.

Manual

- Security Service Operational Manual

RCMP-790

Scientific, Technical and Operational Support

Description: Information on the technical electronic support to Security Service Investigations through the provision of equipment and expertise in the field of audio and visual or physical surveillance; also the voice identification program and the Official Secrets Act, Section 16. *Topics:* Section 16 Official Secrets Act Warrants; preparation and evaluation of plans to lawfully intercept communications; recorded intercepted information; research, development and acquisition of technical equipment; voice identification analysis and surveillance logs; and multilingual translation services. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files are arranged by project, topic, and name of individual. *Storage Medium:* Microfilm and tape.

Manual

- Security Service Operational Manual

RCMP-800

Computer Systems

Description: Information on the development, implementation, and operation of the Security Service automated database systems. *Topics:* EDP research studies for Security Service applications; analysis, design, development, feasibility, implementation, and maintenance of vendor-supplied operating systems or proprietary software and reports; and user programming assistance and consulting services.

Manuals

- Vendor-supplied Manual
- EDP Report and Plan

Background

At the time of Confederation, the British North America Act made the Census and statistics a responsibility of the Government of Canada. For many years, the development of statistical programs was conducted mainly under the auspices of various departments of the federal government. The first decennial censuses after Confederation was conducted through ad hoc arrangements under successive census commissioners: for example, the Statistics Branch of the Department of Agriculture was given the responsibility for carrying out the 1911 Census.

In 1918, Parliament passed legislation establishing the Dominion Bureau of Statistics (DBS). This legislation envisaged a central statistical system and in the following years, various statistical activities previously carried on by the Department of Agriculture and several other government departments were brought together under the new DBS. In 1971, Parliament passed further legislation concerning the Statistics Act, which among other things, changed the agency's name to Statistics Canada. Today, Statistics Canada is a separate agency of the government reporting through the Minister of Supply and Services. It is the core of Canada's national statistical system, one of the largest centralized statistical systems in the western world.

Mandate and Objective

The mandate of Statistics Canada as defined by Section 3 of the Statistics Act, 1971, is:

- to collect, compile, analyze, abstract and publish statistical information on the commercial, industrial, financial, social, economic and general activities and condition of the people.
- to collaborate with departments of government in the collection, compilation and publication of statistical information, including statistics derived from the activities of those departments.
- to take census of the population of Canada and the census of agriculture of Canada as provided in this Act.
- to promote the avoidance of duplication in the information collected by departments of government.
- generally, to promote and develop integrated social and economic statistics for the whole of Canada and each of the provinces and to co-ordinate plans for the integration of such statistics.

The program objectives of Statistics Canada are to collect and publish in impersonal format statistical information on the characteristics and behaviour of Canadian households, businesses, institutions and governments for research, policy development, program administration, decision making and general informational purposes; to collaborate with other participants in the broader national statistical system in extending the system's scope, usefulness and use, and to provide leadership, professional expertise and co-ordination in such efforts.

Structure of the Organization

The basic organization unit at Statistics Canada is the division, which is responsible for managing a statistical program or providing a common central service for either internal users or the public. The first type of division is referred to as a subject matter division, the latter a service or operational division. Divisions with related or shared responsibilities are organized into branches. Branches are grouped into fields reporting to Assistant chief statisticians, who in turn report to the Chief Statistician.

The agency is divided into two major production sectors, one responsible for social statistics, the other for economic statistics. These two sectors are supported by systems and data processing, and communications services. Other groups perform functions in the areas of management practices, general operations, personnel and finances.

Sources of Information

In keeping with its mandate and objective, Statistics Canada undertakes to collect information describing the "commercial, industrial, financial, social, economic and general activities and condition of the people". This body of information is known as the national database. It is acquired through households, businesses and industries, social institutions and governments at all levels. By statutory requirement, Statistics Canada also conducts censuses of population and agriculture at prescribed intervals. The surveys are conducted on either a sample or a census basis in a variety of ways: by questionnaire mailed out to the respondent, by interview (in person or by telephone), and by accessing the administrative files of social institutions and government departments.

The basis statistics thus obtained are published in their own right. Many of these also provide inputs to the set of secondary, or derived, statistics known as the System of National Accounts. Identical or reconcilable concepts, definitions and classifications are applied throughout Statistics Canada. Thus acquire mutual consistency, so that disparate sets of statistics can be brought together for meaningful analysis.

Dissemination of Information

Statistics Canada has devoted considerable effort towards promoting the dissemination and understanding of the information it produces. In fact, a large volume of information, including special tabulations, is released in response to inquiries from users, be they federal, provincial, or municipal organizations, private associations and institutions, or the general public. Statistics Canada has, therefore, developed various products and services to facilitate access to and understanding of its information. This information goes far beyond statistical outputs and includes methodology, processes, definitions, classification criteria and assessments of the quality of the data.

Products

The objective of publishing statistical information has traditionally been met by an extensive range of conventional print publications. However, in recent years more sophisticated media of distribution such as computer tapes, access to data banks and microform have been introduced.

Statistics Canada publishes aggregates and summary tables of almost all the data that it collects. These data are obtained from all commercial, industrial, financial and government organizations in Canada as well as from individuals. They cover all aspects of the operations of commercial, private and government organizations. They also provide a comprehensive social and economic picture of such segment of Canada's population. It is to be noted, however, that the published data represent only a fraction of the output which could be produced from the data collected. Special tabulations are often prepared to meet specialized requirements of users.

The Statistics Canada Catalogue lists the publications that contain statistical data, related reference material, special studies based on statistical data, or descriptions of Statistics Canada services and operations. One publication (Listing of Supplementary Documents, Catalogue No. 11-207) lists non-catalogued material of particular interest to technically specialized clientele. Catalogued publications may be purchased from the Publications Distribution Section of

Statistics Canada. Copies of supplementary documents may be ordered from the Library.

Many publications may be ordered directly from Statistics Canada in microfiche form. All publications ever issued by Statistics Canada are available on microfiche from Micromedia Ltd.

CANSIM is Statistics Canada's publicly accessible machine readable database and retrieval system. The CANSIM main base contains over 300,000 time series from Statistics Canada data, the Bank of Canada Review, selected U.S. Statistics, and from the Quebec Statistical Review. The CANSIM cross-classified module contains census data and data on social phenomena in the fields of health, education, justice and others.

Both the main base and the cross-classified module may be accessed from Industrial Life Technical Services. Other service bureaus offer access to subsets of the CANSIM main base. For further information, please contact the CANSIM Division at Statistics Canada.

Several areas of Statistics Canada make data available on magnetic tapes. For more information, please consult the User Services Division.

The Statistics Canada Daily, which announces the official release of all of the agency's statistical information, is produced each working day and sent to the national press and broadcast media as well as interested individual subscribers. Infomat, a weekly summary of information published by the bureau, is distributed in the same way.

Services

Statistics Canada provides a number of services to help users locate and interpret the data they require.

User Services

Foremost among the services provided are the Inquiries, Professional Consultation and Educational services available at Regional Reference Centres. Their addresses are provided further on in the text. Staff in these offices are equipped to assist with most questions likely to arise concerning the supply and application of data to user problems. In addition, expert advice on source surveys and more complex applications of data can be obtained from subject matter specialists in the agency. Should users require to communicate directly with these specialists, addresses and telephone numbers can be supplied from any Regional Reference Centre.

Statistics Canada has a Central Inquiries unit in Ottawa and User Services staff in eight cities across the country. Toll free telephone lines to these centres are available. The services offered are outlined below.

Inquiry Service

This Service answers requests for statistical data by telephone, letter and from visitors. In addition, it provides:

- a collection of all recent Statistics Canada publications as well as certain historical ones for public reference;
- tabulations of certain unpublished data and other selected government statistical publications for public reference; and
- study areas for visitors.

Professional Consultation Service

The Service assists both experienced and inexperienced users with data problems by:

- arranging direct access to CANSIM, Statistics Canada's machine-readable database system; and
- providing feedback to Statistics Canada on the statistical needs and problems of users.

Data Distribution and Promotion Services

This unit takes orders for all Statistics Canada's publications and related material such as census maps and microfiche. It also:

- retrieves data directly from CANSIM;
- provides public copying facilities for printed materials and microfiche; and
- arranges displays to promote the use of statistical data.

Education Service

The Service provides booklets on finding and using statistics and distributes copies of the Statistics Canada Catalogue of Publications. In addition, it

- holds workshops and seminars for users on subjects of special interest, on request;
- visits educational institutions to speak on statistical subjects, on request; and
- arranges local training courses on statistical subjects, such as basic questionnaire design and sampling techniques.

Statistics Canada Library

The Library provides reference materials and library services to support the research and administrative activities of the agency's staff. It also makes its resources and services available to other government departments and the general public.

The Library's main holdings are the field of socio-economics and supporting related disciplines. A collection of approximately 100,000 volumes and more than 3,000 regularly received periodicals is maintained. The Library also houses a collection of publications by Statistics Canada and their predecessors which date from 1841, Canadian and foreign government documents and extensive supporting monographs from the socio-economic field together with the required bibliographies, indexes and other reference tools.

The Library offers accommodation for reading and reference work in the public reading room area on the second floor of the R.H. Coats Building in Tunney's Pasture, Ottawa. Carrels are provided for the patrons' use; private studies may be reserved for individual research.

Census Pension Searches

The objective of the census pension searches program is to provide proof of age, place of residence, family relationships or length of residence in Canada from historic Census records and 1940 National Registration Records. The service is normally provided in support of applications for pensions, citizenship, passports and similar situations

where other administrative records are preferred but no longer exist, or as in a number of cases, were never issued.

Co-ordinator, Access to Information and Privacy

A basic element of the Statistics Canada mandate is to provide information to any interested party on the wide range of subjects which the agency surveys and analyzes. Accordingly, Statistics Canada responds to thousands of inquiries each year through the established services described above. This practice will continue. In addition, to meet the requirements of the Access to Information Act, Statistics Canada has appointed a Co-ordinator of Access to Information whose principal duty will be to ensure that people, whose requirements for information are not met by existing services, will be able to formally exercise their legal rights to information held by the agency.

Key Contacts

User Services Division

Central Inquiries
Statistics Canada
Ottawa, Ontario
K1A 0T6
Telephone: (613) 992-4734 or 996-5254

Publications Distribution Section

Production and Support Services
Statistics Canada
Ottawa, Ontario
K1A 0V7
Telephone: (613) 992-3151

CANSIM Division

Statistics Canada
Ottawa, Ontario
K1A 0T6
Telephone: (613) 995-7406/0575

Statistics Canada Library

Ottawa, Ontario
K1A 0T6
Telephone: (613) 992-0673

Census Operations Division

Census Pension Searches Unit
Statistics Canada
Ottawa, Ontario
K1A 0T6
Telephone: (613) 995-4614

Micromedia Ltd.

5th Floor
144 Front Street West
Toronto, Ontario
M5J 2L7
Telephone: (416) 593-5211

Industrial Life Technical Services Inc.

99 Bank Street
Ottawa, Ontario
K1P 6G8
Telephone: (613) 238-7886

Formal Access Procedures

Please address any formal requests to the office of:

Co-ordinator, Access to Information and Privacy

Statistics Canada
Ottawa, Ontario
K1A 0T6
Telephone: (613) 992-1214

Regional Reference Centres

Newfoundland

Advisory Services
Statistics Canada
Viking Building, 3rd Floor
Crosbie Road
St. John's, Newfoundland
A1B 3P2
Telephone: (709) 737-4073

Nova Scotia

Advisory Services
Statistics Canada
1256 Barrington Street, 3rd Floor
Halifax, Nova Scotia
B3J 1Y6
Telephone: (902) 426-5331

Quebec

Advisory Services
Statistics Canada
Alexis Nihon Plaza
1500 Atwater Avenue, 7th Floor
Montreal, P.Q.
H3Z 1Y2
Telephone: (514) 283-5725

Ontario

Advisory Services
Statistics Canada
Lobby, Coats Building
Ottawa, Ontario
K1A 0T6
Telephone: (613) 992-4734

Advisory Services
Statistics Canada
25 St. Clair Avenue East, 10th Floor
Toronto, Ontario
M4T 1M4
Telephone: (416) 966-6586

Manitoba

Advisory Services
Statistics Canada
General Post Office
266 Graham Avenue, Room 602
Winnipeg, Manitoba
R3C 0K4
Telephone: (204) 949-4020

Saskatchewan

Advisory Services
Statistics Canada

Statistics Canada

530 Midtown Centre
Regina, Saskatchewan
S4P 2B6
Telephone: (306) 359-5405

Alberta

Advisory Services
Statistics Canada
1010 - 101st Street, Suite 215
Edmonton, Alberta
T5H 4C5
Telephone: (403) 420-3027

British Columbia

Advisory Services
Statistics Canada
1145 Robson Street, Main Floor
Vancouver, British Columbia
V6E 3W8
Telephone: (604) 666-3691

Toll-free access is provided in all provinces and territories, for users who reside outside the local dialing area of any of the Regional Reference Centres:

Newfoundland and Labrador Zenith 07037

Nova Scotia, New Brunswick and Prince Edward Island 1-800-565-7192

Quebec 1-800-361-2831

Ontario 1-800-268-1151

Manitoba 1-800-282-8006

Saskatchewan 1(112)-800-667-3524

Alberta 1-800-222-6400

British Columbia (South and Central) 112-800-663-1551

Yukon and Northern British Columbia (area serviced by Northwest Inc.) Zenith 08913

Northwest Territories Zenith 22015

Statistics Canada Records

A primary role of Statistics Canada is to disseminate all of its statistical information as a service to users. The agency is one of the country's major publishers of information. The information it produces covers a broad spectrum of human and social activities and is acquired through very complex technical processes and the effort of hundreds of people.

Statistics Canada holds records, therefore, not only on hundreds of topics, but also on all phases of the production of statistics, research and planning methods and procedures for the collection and compilation of data. The agency also holds records on consultation with users, analysis of statistics, production of abstracts and compendia, provision of services and dissemination of information outputs. The public may request access to any of these above as well as to documents containing administrative, financial and operating data.

In order to identify and categorize information gathered by surveys, various classification structures are used. Most of these are peculiar to

a particular survey or group of surveys. However, four classification structures (Commodities, Industries, Occupations and Geographical Areas) are widely used both within Statistics Canada and other organizations. They are available from the Publications Distribution Section.

To simplify the process of locating information, the "Descriptions" of Classes of Records which follow identify the subject matter "Topics" handled by each area. Once a "topic" has been identified and located in a particular entry, all statistical and peripheral information related to it can be obtained by specifying the type of information required. For example: sample size for the price index; sources of statistics on sales of alcoholic beverages; probability of error associated with the Labour Force Survey sample. It is felt that all records held by the agency can be accessed in this manner.

It should be noted that the topics are of necessity broad in scope and only represent a summary of the file content. The description of the function of each division provides additional indications of the type of records likely to be found there. One request, User Services will provide additional assistance to locate information at a much more detailed level.

Confidentiality

The guarantee of confidentiality embodied in the Statistics Act is seen by Statistics Canada as an essential element to the effective performance of its role. The Access to Information Act and the Privacy Act tend to support this principle. Statistics Canada cannot accept any request for information which contravenes the confidentiality of the Act, unless explicit legislative provision is made for an exception.

Storage Media

Data collected by Statistics Canada are usually transcribed into machine readable form. Supplementary materials such as correspondence, manuals, instructions, memoranda and notes are usually stored only in hardcopy (paper) form. However, frequently updated material, such as some manuals, may be stored in machine readable form to be handled by word processing equipment. In addition, certain material may exist on microform (microfilm or microfiche). Unless otherwise stated in Retrievability: found under the "Description" section of each Class of Records, statistical data are stored in machine-readable form and all other material is stored as hardcopy and filed by subject. Within a particular topic, material may be further classified by census year, geographical area, company or name of institution.

Reference Years

Dates shown after certain topics are the last dates for which that information is available.

Manuals

The accuracy and reliability of statistical data depend to a large extent on the process by which they are obtained. The process is complex and varies with different types of statistics: therefore a methodology has to be established for each survey and for each statistics production activity. As a result, several instruction manuals are developed to cover all phases of data acquisition, production and publication. These manuals can be accessed by identifying the Topics. Other manuals used by the agency are listed with the appropriate Classes of Records.

Office of the Chief Statistician of Canada

The Chief Statistician is a deputy of the Minister responsible for Statistics Canada (the Minister of Supply and Services) who advises on matters pertaining to statistical programs of the departments and agencies and supervises generally the administration of the Statistics Act and controls the operations and staff of Statistics Canada.

Departmental Secretariat

The Secretariat serves as the principal focal point for liaison with the Minister responsible for Statistics Canada, other ministers, and Members of Parliament generally.

The Statistics Canada related functions of the Secretariat include staff support to the Chief Statistician, the Policy and the Executive Committees as well as liaison with various management committees. In support of the Minister, the Secretariat processes correspondence, deals with parliamentary returns, responds to oral and written questions and prepares briefing material on issues related to Statistics Canada's programs and policies. It is also responsible for review and control of official government documentation.

Social Statistics

This Field conducts a wide range of statistical programs designed to provide information on demographic, social and related economic conditions in Canada. It measures the characteristics, conditions and activities of people, the institutional framework in which they are employed and the social institutions structured to care for their social needs.

The Field is headed by an Assistant Chief Statistician with responsibility for Census and Household Statistics, Institutions and Agriculture Statistics, Methods Development as well as an Operations Branch. To support its programs, the Field has groups specialized in the areas of research and analysis and statistical projections.

Classes of Records

SC-10

Field Operations

Description: Information on the overall functions of the Social Statistics Field. *Topics:* Field policies; plans and programs; requests; public relations; census project team management; census research and methodology.

SC-20

Population Studies

Description: Information on the provision of analysis and advice on population survey programs, assistance to users in the application of population statistics and advice to departmental officials on policy and procedural matters in the production of statistics and related analyses.

Methods Development Branch

SC-30

Survey Methods Division

Description: The central methodology groups within the Field are responsible for achieving the most effective balance between the cost of data collection and the quality of statistical output. They are also responsible for focusing research and development efforts on issues

and problems common to a variety of individual surveys or censuses. The records provide information on methodological issues and research on survey design and estimation techniques. *Topics:* Planning; work plans; work programs; editing; imputation; faulty and missing data; quality control; record linkage; sample design; estimation procedures. *Storage Medium:* Microfiche.

SC-40

Administrative Data Development

Description: The administrative Data Development program was established in 1979. Its records provide information on the study and development of methods and approaches to explore the statistical potential of administrative data files from other federal or provincial institutions for small area social statistics as an alternative or complement to direct data collection through censuses or surveys.

SC-50

Geography

Description: Information on geographically referenced data; current census boundaries; and specifications for maps and bulletins. *Topics:* Municipal boundaries; street names; geographic concepts; geographical reference data; geostatistical areas - provinces, census divisions, countries, regional municipalities, regional districts, cities, towns, villages, townships, census tracts, census metropolitan areas, enumeration areas; street indexes for large (50,000 +) urban areas; enumeration area maps; geostatistical area maps. *Retrievability:* Enumeration area maps are held on microfilm.

Census and Household Statistics Branch

This Branch conducts surveys of households to produce statistics on the socio-economic characteristics of individuals and families; it is involved in the conduct of censuses of population, surveys on income and expenditures, labour force surveys and special surveys. Its main focus is on subject matter and analysis.

Classes of Records

SC-60

Housing and Social Characteristics

Description: The Division is responsible for a broad range of data produced primarily from the census. It carries out research and analysis of census data and other household survey data to publish reports on the socio-economic characteristics of the population and subsets of the population. The data produced is at the individual, population, family, household and dwelling levels. The records provide documentation and files of projects concerned with the production phases of the operation.

SC-70

Economic Characteristics Division

Description: The Division provides resources for the analysis and evaluation of labour market related data and it responds to special requests where expert subject matter knowledge is required. It develops conceptual frameworks and operational definitions for measures of labour supply data. It also develops the complex derivations from micro-data and specifies all labour related output variables and tables. It determines the content of labour force survey questionnaires and related instructions such as coding, edit and imputations, and other micro-data manipulation logic. The records contain documentation associated with this research and development work.

SC-80

Demography Division

Description: The Division is responsible for two major areas. The Population Estimates and Projections Subdivision prepares annual post-censal estimates and periodic projections of population, households, and families for Canada, the provinces, and other smaller areas of the country. The annual estimates of population for Canada and the provinces are used, as required by legislation, in the administration of the Fiscal Arrangements and Established Programs Financing Act, 1977, and the Canada Student Loans Act, 1964-65. The Demographic Characteristics section develops the demographic content of censuses and surveys and analyzes the resulting data. The records provide both areas of responsibility. *Topics:* Population estimates and projections; emigration; immigration; interprovincial migration; post-censal, household and family estimates; components of population growth - births, deaths, migration; demographic characteristics - age, sex, marital status, place of work.

Consumer Income and Expenditure Division

The Division is responsible for providing information on family expenditure data, household facilities and equipment and incomes of Canadian families and individuals.

Classes of Records

SC-90

Family Expenditures

Description: Family Expenditure data are obtained by sample survey. The Family Expenditure Survey is cyclical in nature, involving periodic recall and diary surveys of varying sample sizes, with the survey cycle being linked to the revisions of the Consumer Price Index. The records provide estimates of expenditures by families and unattached individuals living in private households, covering their complete budgets. *Topics:* Food expenditures and quantities; family expenditures; interpretive data (family characteristics, facilities and ownership characteristics); weights for CPI (index construction).

SC-100

Household Facilities and Equipment

Description: This annual survey provides data on dwellings and their characteristics, on the occupants of the dwellings and on the equipment at the disposal of the occupants. The records provide information on the equipment and facilities available within individual households. *Topics:* Cooking facilities; heating facilities; water supply; bathroom facilities; refrigerators; washing machines; vacuum cleaners; sewing machines; telephones; radios and television sets; record players and tape recorders; tenure and number of rooms per dwelling; size of household; households with automobiles; garages; selected sporting and recreation equipment.

SC-110

Consumer Finance

Description: The survey of Consumer Finance is an annual household survey designed to measure the distribution of income and provide other yardsticks of the economic well-being of Canadian families and individuals. Every second year the survey is carried out in conjunction with the Labour Force Survey; in the alternate years it is conducted as an independent survey on a small sample but with greater analytic content. The records provide information on income and other indicators of economic well-being of families and individuals. *Topics:* Annually - wages and salaries; self-employment income; investment income; transfer payments received; retirement pensions; other money income; income taxes; total money income; income after taxes; selected family characteristics; selected personal characteristics. Occasionally - family assets, family debts, family wealth.

Operations Branch

The Branch comprises divisions involved in conducting censuses of population, household surveys, including the monthly Labour Force Survey. It focuses on data collection, processing and publication.

Census Operations

The Census of Population and Housing is a national inventory of Canada's key socio-economic phenomena. It is the only means by which many socio-economic statistics are reliably produced for small areas. Its coverage extends to every person in the country. The questions asked are selected on the bases of comprehensive and carefully organized consultation with representatives of virtually every recognizable user community. Census estimates are the most widely used body of data produced by Statistics Canada. They also serve as benchmarks for the weighing of other household statistics.

The Census Operations Division is responsible for the planning, development and implementation of all production-related operations of the periodic decennial and quinquennial census of population. Activities of the Division range from the development, testing and production of the census questionnaire package to the final retrieval and dissemination of tabulated results. Included in the process is the hiring, training and supervision of some 40,000 enumerators, the pre-computer manual processing of some nine million questionnaires, the resulting data entry and the highly sophisticated computerized edit and imputation of data. Supporting these collection and processing operations is an equally important public Communications team responsible for publicizing Census activities from the time of data collection to marketing of the final output. The data are derived from the Census micro-database which occupies six disk packs, each containing some 300 million bytes of information. As an aid to users of census data, various reference documents and manuals are also produced which describe contents and limitations of the database variables.

Manuals

- Census Catalogue
- Census Dictionary of Terms
- Map Catalogue
- Data Catalogue

Classes of Records

CS-120

Census Operations

Description: Census records are maintained in two formats: microfilm copies of the original questionnaire and machine readable data stored in the Census micro-database. Information from completed questionnaires dating back to 1971 has been transferred to computer tape or disk and is available in aggregate form only. Names and addresses of individuals are not contained in these files. Information extracted from the database, therefore, cannot directly be related to an individual. *Topics:* Geographical areas; urban and rural distributions; population characteristics - fertility, name, sex, age, marital status, number of children, school attendance, vocational training, ethnic group, religious denomination, mother tongue, language spoken, birthplace, citizenship; household size; household type; family characteristics; family income; dwelling characteristics - facilities and equipment, fuels, water supply, sewage disposal; labour force characteristics - age, sex, marital status, schooling, work experience, wages and

salaries, occupation, industry; business characteristics - location, size and type of operation; census representatives' visitation records.
Storage Medium: Publications, User Summary Tapes, Public Use Sample Tapes and Microform.

SC-130

The 1940 National Registration Records Division

Description: In addition to Census records, the Census Pension Searches Unit of the Census Operations Division, also maintains custody of the 1940 National Registration records. This information, which results from a compulsory registration of all persons 16 years of age or older in the period 1940-46 is subject to the same confidentiality constraints as Census records and is available only to the person named in the records. *Topics:* Name; address; age; date of birth; conjugal status; dependents; country of birth (family data); nationality; racial origin; languages; education; general health; class of occupation; occupation or craft; employment status; work experience by type; mechanical or other abilities; latent skills; war-time circumstances, previous military service. *Retrievability:* Information contained in the microfilmed records of the 1891, more recent censuses and the 1940 National Registration Records is confidential and available only to the person named in the records. To access such information, the person concerned must complete an "Application and Authorization for a Search of Census and 1940 National Registration Records" obtainable from the Census Pension Searches Unit, Statistics Canada, Ottawa. Aggregate data from the Census micro-data-base is available to the public. Requests for such information should be directed to Central Inquiries Unit, Statistics Canada, Ottawa.

SC-140

Special Surveys Division

Description: The special surveys program provides a capacity to develop and carry out occasional or ad hoc household surveys. Most such surveys are conducted as supplements to the monthly Labour Force Survey, although they may be carried out quite independently on separate sample frames and using totally different survey methodology. The majority of the work carried out by the special surveys staff is sponsored (funded) by other federal departments or agencies, and occasionally by provincial or other sponsors, although Statistics Canada reserves the right to publish the survey results and in fact disseminates a considerable amount of data collected through the supplementary surveys program. Records contain information on the operations of the supplementary surveys. *Topics:* Recent (1978 or later) surveys: work patterns, leisure-time activities, absence from work, job opportunities, travel, travel to work, attitudes about surveys, smoking habits, victimization, graduates of post-secondary programs, labour market comparison, passenger car fuel consumption, volunteer workers, student finances, migrants to Alberta and B.C. (see Manual Z-036B for detailed breakdowns); earlier surveys (before 1978) - demography, education, health, and the labour market (see Manuals Z-034E and Z-035B below, for detailed breakdowns).

Manuals

- Z-034E Surveys Supplementary to the Labour Force Survey (January 1966 to December 1975) - description of the surveys conducted during the period and a listing of the publications based on the data of each survey
- Z-035B Supplementary Surveys to the Labour Force Survey (January 1976 to December 1977) - description of the surveys conducted during the period and a listing of the publications based on the data of each survey
- Z-036B The Program of the Special Surveys Group - overview of

the operations of the Special Surveys Group and a description of the surveys conducted in 1978 and 1979

SC-150

Labour Force Survey

Description: The largest continuing survey program carried out by Statistics Canada is the monthly Labour Force Survey. This survey is conducted by personal and telephone interviews with some 56,000 households across Canada. The records contain information on levels and trends in the composition, activities and characteristics of the Canadian labour force. Data is available at the detail level of selected Census Metropolitan Areas, selected economic regions and the provinces. *Topics:* Actual and seasonally adjusted employment and unemployment data; seasonal factors; structure of the Labour Force Survey sample; participation rate; multiple job holding; reasons for absence from work. *Storage Medium:* Microfiche. (See Labour Division.)

Institutions and Agriculture Statistics Branch

This Branch records the significant events in people's lives: births, deaths, marriages and divorces, moves from one community to another, sickness, criminal offences and educational achievements. It covers the activities which are common to our daily lives, such as travel, leisure and recreational pursuits, community and participation in cultural events.

It also covers the institutions which support the nature and quality of life. These include hospitals, nursing homes, universities and colleges, libraries, police forces, courts, radio and television, newspapers and the performing arts. The Branch provides information as well on science and on the agricultural industry.

Administrative records form the basis of a significant proportion of the output of this Branch. The administrative records of large social institutions and of government have served as a source of the database and as a result, a substantial range of national information exists about the institutions of health, education and crime and about their client populations. Similarly, information is being derived from administrative records about economic aspects of government such as revenues, expenditures and employment of departments, agencies, corporations, boards and commissions at all levels of government. Other administrative records of government are also used to produce statistics about the population and its activities as it comes in contact with the state. A notable example is the registration of births, deaths and marriages.

The Branch is supported in its activities by an operation division, a survey methods division and a newly formed research development and analysis group.

Health Division

The Division is responsible for the production of statistics on the health of the Canadian people, the occurrence of illnesses, the distribution, cost and availability of health care and treatment, vital statistics (births, deaths, marriages and divorces) and statistics on the Canadian Social Security System. This information originates in large part from provincial administrative files. A large database measuring the health status of the population exists for the period 1978-79.

Classes of Records

SC-160

Institutional Care

Description: Information on the operation of a statistical system which provides data on patients hospitalized for a disease condition or surgery; patients with psychiatric conditions; and legal therapeutic abortions. *Topics:* Therapeutic abortions; hospital morbidity; mental morbidity; mental health; in-patient disease treatment.

SC-170

Operation of Health Institutions

Description: Information on the operation of a statistical system measuring the operation of health institutions including special care facilities, mental institutions and residential care facilities; and on the development and operation of workload measurement systems covering various activities in hospitals and care facilities. *Topics:* Agreements with provinces for the conduct of survey activities; Canadian hospital terminology and definitions; hospitals - type, ownership, capacity; list of Canadian hospitals and other related care facilities; a project to merge hospital and morbidity data (1976-77); mental health institutions; special-care facilities; tuberculosis institutions (1975); unit value schedule associated with workload measurement. *Storage Medium:* Microfilm.

SC-180

Health Manpower

Description: Information on the operation of a statistical system to provide information on various professional and technical categories of health personnel, including employment patterns, workloads, and turnover rates and salaries. *Topics:* Hospital nursing personnel and public health nurses; chiropractors; dental hygienists; medical laboratory technicians; nursing assistants; occupational therapists; physiotherapists; radiological technicians; registered nurses. *Storage Medium:* Microfilm.

SC-190

Vital Statistics and Disease Registries

Description: Information on the operation of a statistical system to monitor registers on cancer, tuberculosis, renal failure and notifiable diseases; and on occupational health studies. *Topics:* Agreements with provinces for the provision of vital statistics; birth; cancer incidence and mortality; causes of death; divorce; infant mortality; life expectancy; life tables, marriage; notifiable disease; registration of vital events; renal failure; suicide; tuberculosis incidence. *Storage Medium:* Microfilm.

SC-200

Social Security Program

Description: Information on summary statistical information on social security programs sponsored by the federal or provincial governments of Canada. *Topics:* Medical care; hospital insurance and diagnostic services; Unemployment Insurance; Canada and Quebec pension plans; Family Allowances and related programs; Old Age Security and Guaranteed Income Supplement; social allowances and services; Workmen's Compensation; legal aid; criminal injuries compensation; public assistance.

SC-210

Nosology Reference Centre

Description: Information on the elaboration of a common national approach to the classification of diseases, their cause and medical intervention procedures. *Topics:* International classification of diseases; Canadian classification of diagnostics; therapeutic and surgical procedures; disease coding; death coding.

SC-220

Health Research and Analysis

Description: Information on research and analysis studies directed at issues in the health services sector and a program to make users more aware of available information. *Topics:* Directory to selected health data; health statistics compendium; health and economic activity; health indicators; hospital use; life table; Canada Health survey.

SC-230

Health Statistics Development

Description: Information on the development of a statistical program to extend the scope of health and social security statistics. *Topics:* Community service statistics development; accident statistics development.

Justice Division

The Canadian Centre for Justice Statistics, established in 1981 to replace the Justice Statistics Division, operates as a Statistics Canada satellite. Its purpose is to produce statistics and information on the incidence of crime and the administration of criminal, civil and administrative justice in Canada. The Centre works in partnership with the numerous provincial and federal departments and agencies responsible for the administration of justice which supply raw data (e.g. provincial courts) to produce statistics which are comparable among the provinces and for Canada as a whole. The program also includes a component designed to assist provincial agencies to develop systems which can provide necessary data to the Centre for national statistics programs.

The Centre is assisted in its task by a number of formal committees addressing policy-oriented as well as technical issues. They are the Justice Information Council, which is a senior federal-provincial standing committee composed of all Deputy Ministers responsible for Justice from across Canada, together with the Chief Statistician; the Liaison Officer Committee, a continuing committee composed of representatives of all the Justice Information Council members, and program committees which provide expert advice on each specific sector program within the Centre.

Classes of Records

SC-240

Correctional Programs

Description: Information on the delivery of custodial and non-custodial adjust correctional services in each of the provincial, territorial and federal jurisdictions. *Topics:* Statistical summaries feature caseload indicators, offender characteristics, and expenditure data; narrative summaries examine organizational structures, administrative procedures and correctional programs.

SC-250

Criminal Courts

Description: Information on the operation of adult criminal courts in Canada. *Topics:* Manpower and costs associated with the administration of courts; caseload, disposition and adult offender data now under development.

SC-260

Homicide

Description: Information on manslaughter, infanticide and murder. *Topics:* Cases reported to the police showing incidents; victims and accused; court procedures; relationship between the accused and victim(s); social data on the victims and the accused.

SC-270

Uniform Crime Reporting

Description: Information on police administration, crime and traffic. *Topics:* Offences by adults and juveniles; all types of offences including criminal code, provincial and municipal statute offences; police force manpower; traffic offences and accidents; police - federal, provincial, municipal, railway, industrial and National Harbours Board; provincial police commissions.

SC-280

Family Courts

Description: Developmental project to gather statistics from courts handling family matters. *Topics:* Not yet determined but may include basic caseload, enforcement of maintenance, etc.

SC-290

Administrative Tribunals

Description: An inventory and comparison of federal and provincial administrative boards, commissions, tribunals, etc. in Canada. *Topics:* The powers and authority of each tribunal; internal operations; activities; appeals.

SC-300

Juvenile Offenders

Description: Information on juvenile offenders appearing in juvenile and family courts in Canada. *Topics:* Charge, adjudication, disposition, juvenile age and sex.

Agriculture Division

The Agriculture Statistics program provides data on the supply of food commodities (i.e. production and inventory levels), data on the levels of returns to resources used in farming and data on the economic welfare of farmers.

The Agriculture Statistics program consists of a quinquennial census of agriculture which produces a comprehensive micro-database of primary production units. This generates disaggregated data on the structure and characteristics of the farm sector as well as a base for an intercensal program of crop acreage, yield and production estimates, estimates of livestock and poultry inventories on farms and an integrated set of farm income and expenditure accounts. The intercensal program depends on farm surveys and administrative data.

Classes of Records

SC-310

Census of Agriculture

Description: Information on quinquennial and decennial censuses of agriculture. *Topics:* Number of farms; areas; tenure; crops; livestock; farm machinery; hired agricultural labour; off-farm work by operators; capital value and type of organization; entrants to and exits from farming occupation. *Storage Medium:* Data available in printed volumes, graphic presentations, photocopies of tabulations, microfilm, microfiche, user summary tapes, and special tabulations. *Retrievability:* Most information is available from Publications Distribution Section. User summary tapes and special requests are handled directly by the User Services section of Agriculture Division.

SC-320

Crops

Description: Information on measurements and forecasts of area, yield and production, as well as stocks and movement of most crops grown in Canada. *Topics:* Field crops; grain marketing; horticulture; per capita food disappearance. *Storage Medium:* Microfiche.

SC-330

Farm Income and Prices

Description: Information on farm financial accounts. *Topics:* Farm cash receipts; farm expenditures; expenses; farm net income; inventory changes; farm prices and indexes; farm debt; value of farm capital; wages paid to hired farm help; number of farms. *Storage Medium:* Microfiche.

SC-340

Livestock and Animal Products

Description: Information on production and per capita disappearance of meats and animal products; wool production; dairy statistics; stocks of frozen food stocks. *Topics:* Inventories; actual and forecast births and deaths; cold storage; dairy products; fur; poultry and eggs; livestock slaughter; wool. *Storage Medium:* Microfiche.

Education, Science and Culture Division

This Division is responsible for three separate programs. It collects and disseminates statistics on: students, teaching staff, and finances of all educational institutions; culture; travel, tourism, and recreation; science and technology.

The Cultural Statistics program was initiated following a Cabinet decision in 1972 to meet specific requirements of the Department of the Secretary of State. Associated with this program is the Travel and Tourism Statistics program which carries out surveys on behalf of such sponsors as the Canadian Government Office of Tourism and Transport Canada. These surveys are funded by the sponsors.

The Science Statistics program is carried out by the Science Statistics Centre, a Statistics Canada satellite physically co-located with the Ministry of State for Science and Technology. Its objectives are established jointly by the two departments.

Classes of Records

SC-350

Elementary-Secondary Education

Description: Information on teaching staff, enrolments, minority and second-language education, and interprovincial and international migration of children. *Topics:* Students; teachers; facilities and transportation (1971-72); boards and trustees; private schools, kindergartens, nurseries (1974-75); schools for the blind and deaf; enrolments, attendance and withdrawals (1975-76); interprovincial movement of children; minority language programs; adult education (1978-79).

SC-360

Post-Secondary Education

Description: Information on enrolments and full-time teaching staff in community colleges and universities; degrees granted by universities; tuition fees and living accommodation costs for university education. *Topics:* University students; community college students; university degrees, diplomas, certificates; university tuition fees and accommodation costs; full-time university teachers, full-time community college teachers; facilities (1973); educational technology (1970); instructional media (1971-72); continuing education (1978-79).

SC-370

Education Finance

Description: Information on expenditures of governments, school boards and universities for all levels of education. *Topics:* Financing;

estimated, budgeted and actual expenditures for educational institutions; student aid (1972-73); education price index; financial information system for school board revenues and expenditures.

SC-380

Projections and Special Studies

Description: Projections of basic education statistics at the beginning of the school year; socio-economic studies on education. *Topics:* Projections; future trends; effects of population trends on enrolment; labour force demand and supply; comparative education indicators; university teaching staff.

SC-390

Cultural Institutions

Description: Information on facilities provided by and expenses of cultural institutions. *Topics:* Libraries; museums; theatres; art galleries; cultural facilities; cultural expenses.

SC-400

Cultural Industries

Description: Information on characteristics of industries producing cultural goods and their products. *Topics:* Book publishing; performing arts; recording industry; newspapers; periodicals; radio; television; literary awards; journalistic awards; film production, distribution and exhibition.

SC-410

Cultural Activities of Canadians

Description: Information on individuals as creative artists and performers or as users of cultural goods and services. *Topics:* Painters; sculptors; writers; actors; directors; readers and other participants.

SC-420

Travel, Tourism and Recreation

Description: Information on travel habits, sports and recreational activities. *Topics:* Domestic travel; travel to work; outdoor recreation; recreational activities; commuting habits; travel expenditures; vehicles; public transportation; travel agencies; plant facilities (accommodation, restaurants, parks, airports); conventions; recreation equipment; vacation homes; travel industry problems; sports (also see International Travel, SC-540).

SC-430

Science Statistics

Description: Information on the nature, state and direction of science and technology in the public and private sectors. *Topics:* Science and technology in the federal government (by department and program); in Canadian industry (by selected industries); in private non-profit organizations; in certain provincial governments and in universities.

Economic Statistics Field

Economic statistics portray the performance of the national economy by establishing links between the price of goods and services, business finance, public finance and the national economy. They also provide comparisons between the Canadian and foreign economies.

The Economic Statistics Field is headed by an Assistant Chief Statistician who is responsible for the production of two main components of economic statistics:

- The System of National Accounts, which might be considered as the financial production accounts of the nation.

- Business Statistics, which describe the whole range of business activity in Canada, the goods and services produced, the cost structure of each industry and the location of industrial activity. This program also measures the kind and quality of goods produced, the costs of materials, labour and capital employed and the prices of both material and final products.

The Assistant Chief Statistician is also responsible for groups of specialized staff supporting the economic statistics program and working in methods and standards, and integration of economic statistics.

In addition, the Assistant Chief Statistician has responsibility for labour market analysis. The function of this group is to develop a focus for the integration and co-ordinated evolution of labour market information and its analysis by developing and maintaining an overview of currently available labour market information, carrying out appropriate analyses elsewhere in the system, integrating the various Statistics Canada labour information programmes where possible, formulating a conceptual framework for labour market information, and developing productive collaboration and liaison with other organizations, especially other federal government department information producers such as Employment and Immigration Canada and Labour Canada.

Classes of Records

SC-440

Field Operations

Description: Information on the overall functions of the Field. *Topics:* Field policies; plans and programs; automation; timeliness studies; projects and surveys.

SC-450

Integration

Description: Information on the conceptual integration of economic and social statistics; the development of social indicators; the design of an environmental statistics framework; the analysis and publication of social, environmental and urban statistics and indicators; working documents; and discussion papers. *Topics:* Social indicators; urban indicators; environmental statistics; social trends; time-use data; non-market production; microelectronics; land use; extension of national accounts; concepts, definitions.

Methods and Standards Branch

This new Branch brings together under one scientific head, various aspects of survey-taking hitherto spread out around the organization in order to improve the integrity of survey-taking within the Field.

Classes of Records

SC-460

Business Survey Methods

Description: The Division is responsible for methodological services to business surveys and in some cases for systems design and development. Its services are available to other divisions in Statistics Canada and to certain government and non-government agencies concerned with businesses. The records contain information on methodological issues and problems common to the business surveys. *Topics:* Concepts; definitions; index formulation; survey design and estimation; quality control; methodology of sampling frames; data linkage techniques; estimation procedures; data edit and audit; confidentiality; non-sampling errors.

SC-470

Time Series Research and Analysis Division

Description: This Division is organized as an applied research group. Its objective is to improve the quality of seasonal adjustments of economic time series and the analysis of the evolution of seasonality in the Canadian economy. It provides services to divisions which publish main economic indicators in seasonally adjusted form and services to the user community in general on seasonal adjustment and time series problems. The records hold information on fundamental research on seasonality and time series analysis. *Topics:* Time series; short series; Box-Jenkins (ARIMA) forecasting models; tests; indirect adjustment; seasonality; interpolation; benchmarks; polynomial seasonal adjustment methods; filters; X-11-ARIMA.

Manual

- The X-11-ARIMA Seasonal Adjustment Method (Catalogue No. 12-564E or F)

Business Register Division

This Division is responsible for the development and maintenance of a central register of firms and their constituent establishments for purposes of statistical collections. The Business Register master File lists businesses, institutions and similar organizations engaged in economic activity in Canada. The Division is also responsible for accessing statistical data from Revenue Canada taxation records to supplement or replace data collected by survey.

Classes of Records

SC-480

Business Profiles

Description: Information on the maintenance of the Business Register and the structure of reporting units. *Topics:* Business register specifications; release lists control; profiles of establishments; up-to-date names and addresses of businesses; profiling procedures. *Storage Medium:* Microfilm and microfiche.

SC-490

Taxation Data

Description: Information on the accessing of statistical data from taxation records of incorporated and unincorporated businesses. *Topics:* Access to T1 and T2 tax returns; professional and business tax returns; T4-T4A tax form summary; use of tax data for statistical purposes.

Standards Division

This Division develops standard classification systems for industries, commodities, occupations and geographical areas. It monitors their implementation, standardizes economic and social concepts and provides comprehensive survey-level documentation for each survey in Statistics Canada.

Classes of Records

SC-500

Standards

Description: Correspondence, research and background papers on the production of standard classification and concepts. *Topics:* Standard geographical classification; classification on land use; social concepts directory; principal commodity groups; standard commodity classification; standard classification of services; international standards;

standard occupational classification, standard industrial classification, industrial segment classification, Statistical Data Documentation System.

Manuals

- Standard Commodity Classification
- Standard Geographical Classification
- Standard Industrial Classification
- Social Concepts Directory
- Standard Occupational Classification
- Inventory of Statistics Canada Questionnaires on Microfiche
- Guide to Federal Government Labour Statistics
- Industrial Commodity Classification

Small Business and Regional Data Division

This newly created Division will be responsible for providing more detailed data on small businesses and regional data.

System of National Accounts and Analysis

The system of national accounts provides a conceptually integrated framework of statistics and analysis for studying the state and behaviour of the Canadian economy. The accounts are centered around the measurement of activities associated with the production of goods and services, and the sales of goods and services in final markets.

Gross National Product Division

This Division provides quarterly and annual estimates of the national and provincial output of goods and services by expenditure category and also by type of income generated in the production process. It also provides a picture of the key economic processes of production, income generation, sales to major markets, consumption and capital formation.

Classes of Records

SC-510

Gross National Product

Description: Information on the production of provincial and national accounts. *Topics:* Estimates of final expenditures by category and types of incomes generated; detailed income and expenditure data for the four sectors of the economy - persons, business, government and non-residents; estimates of production by industry; provincial estimates of personal income and provincial product and their components.

Manual

- System of National Accounts (Catalogue No. 13-549E)

Industry Product Division

This Division produces monthly, quarterly and annual measures of the current and constant price value of production for individual industries (approximately 200 according to the Standard Industrial Classification), the total economy and a number of special industry aggregates.

Classes of Records

SC-520

Industry Measures

Description: Information on industrial output. *Topics:* Gross domestic product by industry; real output measures; provincial output; value added; constant price provincial output; industry measures; real domestic product; index of industrial production; gross output by industry; intermediate inputs by industry.

Financial Flows and Multi-National Enterprises Division

This Division prepares statements of financial flows and balance-sheet estimates for the Canadian economy, measuring the financial wealth of the country and the channels through which lending and borrowing take place. It provides a focal point for the integration of statistics on transnational corporations and prepares statistics on international travel.

Classes of Records

SC-530

Financial Flows

Description: Information on financial flows between different sectors of the Canadian economy. *Topics:* Monetary authorities; chartered banks; public financial institutions; federal government; provincial and local governments and hospitals; social security funds; persons and unincorporated businesses; non-financial private corporations; non-financial government enterprise; near-banks; insurance companies and pension funds; other private financial institutions; rest of the world.

SC-540

International Travel

Description: Information on the activities of Canadian travelling outside the country and visitors to Canada. *Topics:* Port of entry; Canadian residents; non-residents; vehicles; persons; receipts; payments; country of residence; expenditures; length of stay; type of transportation; purpose of trip; accommodation used; destinations (see Travel, Tourism and Recreation, SC-420, for domestic travel).

SC-550

Multi-National Enterprises

Description: Information on the activities of foreign-controlled enterprises, companies and establishments in Canada and similar Canadian-controlled entities abroad. *Topics:* Employment; shipments; imports; capital expenditures; value added.

Input-Output Division

This Division develops annual input-output tables to provide fully integrated final revisions (benchmarks) to the production accounts

within the Canadian System of National Accounts; occasional inter-provincial trade flows and input-output data for each province; structural economic models of the Canadian economy; and labour productivity measures in the commercial industry and subsidiary industries. It also is responsible for the provision of analytical and consultative services based on the stock of models operated by the Division.

Classes of Records

SC-560

Input-Output

Description: Information on the development and maintenance of national and regional input-output tables, models for productivity measures and correspondence with clients on customer service activity. *Topics:* Annual data and records for current and constant price input-output tables encompassing 191 industries, 136 categories of final demand and 602 commodities and primary inputs; interprovincial trade flow data and input-output tables for each province (1979); documentation for national input-output table models, regional input-output tables, price model and energy mode; annual data and information on the development and maintenance of productivity measures; correspondence with clients on customized economic models.

Balance of Payments Division

This Division provides information on current and capital account transactions between Canada and other countries including movements in Canada's official monetary reserves. The Division also provides information on Canada's international investment position. Its output depends on comprehensive survey and non-survey programs and data analysis of merchandise trade with non-residents, imports and exports of services, unilateral transfers and long and short-term capital flows between residents of Canada and non-residents.

Classes of Records

SC-570

Balance of Payments

Description: Schedules, correspondence and working papers on the production balance-of-payments statistics. *Topics:* Data for conversion of merchandise exports and imports from a customs to a balance-of-payments basis; freight and shipping receipts and payments, including ocean shipping, inland transportation and air freight; data on Canadian and foreign government transactions and business and miscellaneous services and charges; travel expenditures; interest and dividend receipts and payments and miscellaneous income transactions with non-residents including real estate transactions; personal and institutional remittances; flows of migrants' funds; official contributions to developing countries; capital flows including direct and portfolio investment; short-term assets and liabilities with non-residents; investment in Canada by non-residents and investment abroad by Canadian residents; funded debt and foreign bank borrowing; geographical distributions of ownership of capital.

Public Finance Division

This Division collects information on and conducts annual and quarterly analyses of financial transactions of federal, provincial and local governments and their boards, commissions and agencies.

Classes of Records

SC-580

Local Government

Description: Information on municipal governments and related

boards. *Topics:* Local government revenues and expenditures; assets, liabilities and debt position; employment and payrolls; urban region breakdowns.

SC-590

Provincial Government

Description: Information on provincial and territorial governments and their boards, agencies and commissions. *Topics:* Provincial and territorial government enterprise; revenues and expenditures; assets; liabilities and debt position; employment and payrolls.

SC-600

Federal Government

Description: Information on federal government agencies. *Topics:* Federal government revenues and expenditures; assets, liabilities and debt position; employment and payrolls.

SC-610

Current Economic Analysis Division

Description: The staff of this Division provides a central organizing framework for monitoring the current performance of the economy. The records comprise current analyses of the Canadian economy and background studies that provide context for current analyses.

Business Statistics Branch

Eight other Divisions of the Economic Statistics Field produce statistics on the major industrial and service sectors of the economy. Information is collected from establishments within companies through surveys and from administrative records. The surveys are carried out monthly, quarterly, yearly and occasionally. They may extend to the total population or be carried out on a sample basis. One of the main uses of the data collected from these surveys is to supply input to the System of National Accounts.

External Trade Division

This Division is responsible for the compilation, analysis and dissemination of Canada's merchandise export and import statistics. The ongoing part of this program involves the production of regular reports and special tabulations that provide data by commodity, by country, by province, by customs clearance for both exports and imports, by mode of transportation and region of lading for exports, and by tariff item for imports.

Statistics Canada works in close co-operation with Revenue Canada Customs and Excise to capture data from the Canadian Custom Import and Export Entry forms. The Division also carries on a program of reconciliation of international trade figures on an annual basis with the United States and exchange information on relevant aspects of trade statistics with other countries.

Classes of Records

SC-620

Export and Imports

Description: Exports and imports by country and commodity; export transactions; Canadian trade; flow of goods into and out of Canada; exports by province of lading and port of clearance; imports by port of clearance; Canadian International Trade Classification; Commodity Classifications; foreign trade; import and export price and volume indexes; volume of imports and exports; seasonally adjusted import and export data. *Storage Medium:* Microfilm and microfiche.

Manuals

- Standard International Trade Classification
- Customs Co-operation Council Nomenclature
- Canadian International Trade Classification
- Export Commodity Classification
- Trade directories - provide descriptions of companies and commodities

Business Finance Division

This Division produces quarterly and annual corporate financial statistics and annual corporate taxation statistics. It also administers the Corporations and Labour Unions Returns Act (CALURA). The CALURA program includes the publication of financial statistics on corporations by country of ownership and control and a directory of intercorporate ownership. Membership, affiliation and financial statistics of labour unions are also published.

Classes of Records

SC-630

Business Finance and Taxation

Description: Information on financial and taxation data of all corporations and financial institutions operating in Canada. *Topics:* Corporate financial statistics - assets, liabilities, shareholders' equity, revenues, expenses, profits, and retained earnings; corporate taxation statistics - provincial allocation of taxable income, income taxes payable and reconciliation of profits to taxable income; volume of cheques cashed by chartered banks.

SC-640

Corporation and Labour Unions Returns Act (CALURA)

Description: Information on financial data and ownership of corporations, and financial statements and membership data of labour unions. *Topics:* Corporate statistics - country of control, assets, sales, profits and taxable income; directory of intercorporate ownership; labour unions - financial statistics, number of locals, members and collective agreements.

Prices Division

This Division provides information on retail (consumer) prices, living costs and industrial, raw materials and input price indexes.

Classes of Records

SC-650

Retail Prices and Living Costs

Description: Information on the measurement of consumer price changes and place-to-place differences, including concepts and procedures. *Topics:* Consumer price indexes; average retail prices for selected commodities; inter-city price comparisons; foreign service post indexes and Canadian isolated post indexes; index methodology and concepts. *Storage Medium:* Microfiche.

SC-660

Industrial Prices

Description: Information on the measurement of price movements in the production and distribution of commodities and services. *Topics:*

Selling price indexes; manufacturers' selling price indexes; contractors' selling price indexes for a limited number of construction activities; electric utility selling price; selected input indexes; special purpose indexes for capital expenditures; machinery and equipment, by industry of purchase; raw materials price indexes, including data for imported as well as domestically produced goods. *Storage Medium:* Microfiche.

Manufacturing and Primary Industries Division

This Division conducts and annual Census of Manufacturing and Logging Industries and annual surveys of the forestry, mining, energy, resource and manufacturing sectors to produce a full range of cost structure information, material input and commodity output data.

Classes of Records

SC-670

Shipments, Inventories and Orders

Description: Information on shipments, inventories and orders; also business conditions and inventory accounting methods. *Topics:* Estimates of the value of Canadian manufacturers' shipments, inventories and orders; qualitative assessments of business conditions in manufacturing and short-term production expectations; inventory accounting methods and turnover periods in manufacturing industries.

SC-680

Energy and Minerals

Description: Information on electricity, mineral fuels, metallic minerals, non-metallic minerals and structural materials. The statistical programs are carried out in collaboration with other government agencies such as Energy, Mines and Resources Canada, the National Energy Board and Petroleum Monitoring Agency Canada. *Topics:* Supply and disposition of solid fuels, liquid fuels, gas and electricity; supply and disposition of metallic, non-metallic and structural minerals; financial and operating statistics on energy and minerals products and pipelines.

SC-690

Foods, Beverages and Tobacco

Description: Information on the production and processing of foods, beverages and tobaccos. *Topics:* Soft drinks; grain millings; oils; fats; bakery products; meats; cigarettes, cigars and cut tobacco; process cheese; instant skim milk powder; tea; coffee; cocoa; breweries; distilleries; wineries; dairy products; confectionery; feeds; fish products; fruits and vegetables; flour and breakfast cereal products.

SC-700

Leather

Description: Information on the production and consumption of leather. *Topics:* Footwear; leather tanneries; shoe factories; boot and shoe findings.

SC-710

Textiles and Apparel

Description: Information on the production and consumption of textiles and apparel. *Topics:* Canvas products; cordage and twine; cotton and jute bags; yarn and cloth made from cotton, man-made fibre and wool; foundation garments; fur goods; men's, women's and children's clothing; felt and fibre; carpets, mats and rugs; automobile fabric accessories.

SC-720

Plastics, Chemicals and Rubber

Description: Information on the production, sale and consumption of

plastics, chemicals and rubber. *Topics:* Paints; varnishes; lacquers; synthetic resins; pharmaceuticals; medicines; plastics; toilet preparations; industrial chemicals; fertilizers; plastic film (sheeting and layflat tubing).

SC-730

Miscellaneous Manufacturing Products

Description: Information on the production, sale and consumption of miscellaneous manufacturing products. *Topics:* Toys; floor tiles; felts; phonograph records; pre-recorded tapes; high-pressure decorative laminated sheets; sporting goods; scientific and professional equipment; fabricated plastics; signs and displays; jewellery and silverware; coated products.

SC-740

Machinery

Description: Information on the manufacture of machinery. *Topics:* Agricultural implements; aircraft and parts; boat building and repair; machine shops; motor vehicles; motor vehicle parts and accessories; railroad rolling stock; miscellaneous vehicles; commercial refrigeration and air conditioning equipment; office and store machinery; truck bodies and trailers.

SC-750

Electrical Equipment

Description: Information on the production and sales of electrical equipment. *Topics:* Domestic refrigeration and freezers; domestic washing machines and clothes dryers; domestic electrical appliances; electric lamps (light sources); small electrical appliances; major appliances (electric and non-electric); household radio and television receivers; communications equipment; batteries; electric wire and cable; lighting fixture manufacturers.

SC-760

Wood and Furniture Products

Description: Information on the manufacture of wood and furniture products. *Topics:* Veneer and plywood mills; sawmills; planing mills; shingle mills; sash door and other millwork plants; wooden boxes; coffins and caskets; household furniture; office furniture; electric lamps and shades.

SC-770

Paper Products and Printing

Description: Information on paper products and printing. *Topics:* Hardboard; rigid insulating board; particle board; corrugated boxes and wrappers; printing, publishing and allied industries; pulp and paper mills; asphalt roofing; paper converters; paper and plastic bags; folding carton and set-up boxes.

SC-780

Metals

Description: Information on primary metals (manufactured) and fabricated metal products. *Topics:* Primary iron and steel; ignots and pig iron; steel wire and wire products; chrome ore, manganese ore, cobalt, molybdenum and tungsten; ferro-alloy and addition agents; non-metallic minerals; selenium; tellurium; antimony; bismuth; unmanufactured iron; steel pipes; tubing and fittings; cemented tungsten; carbide blanks and tools; aluminum; lead and zinc; magnesium metal; metallic cadmium; metallic mercury; nickel; grinding balls; iron and steel mills; metal rolling, casting and extruding; fabricated structural metal; hardware, tool and die manufacturers; scrap iron and steel; smelting and refining; ornamental and architectural metals; boiler and plate works; heating equipment; iron foundries; metal stamping, pressing and coating.

Transportation and Communications Division

This Division collects, publishes and makes available statistics on air, rail, road and water transportation and on the communications industries. Part of the statistics on transportation and communications industries are collected by agreement with federal regulatory bodies including Transport Canada, the Canadian Transport Commission, the Canadian Radio-television and Telecommunications Commission and National Revenue Customs and Excise, and with certain provincial departments and agencies. Statistics Canada collects returns required by these agencies under the relevant legislations as well as under the Statistics Act.

Classes of Records

SC-790

Rail Transport

Description: Information on rail transportation in Canada and between the U.S. and Canada. *Topics:* Freight, loaded; railway finance and operating statistics; revenues; receipts from and deliveries to U.S. rail connections; traffic and movement to and from U.S. regions; accident statistics; equipment and mileage; passenger traffic; fuel consumption and employee statistics. *Storage Medium:* Microfiche.

SC-800

Air Transportation

Description: Information on the movement of passengers, mail and cargo by air and the activities of air carriers operating in Canada. These data are produced by the Aviation Statistics Centre, a Statistics Canada satellite co-located with the Canadian Transport Commission. *Topics:* Air Carrier operations in Canada; air traffic at Canadian airports; volume of mail and cargo; origin and destination of scheduled air passengers travelling within Canada or between Canada and the U.S.; air carrier financial statements; international air charter statistics; airport activity and traffic flow. *Storage Medium:* Microfiche and magnetic tape.

SC-810

Road Transport

Description: Information on road transport in Canada. Certain programs are conducted under contract to Transport Canada and the Canadian Transport Commission to enhance statistics in the priority areas of bus passenger origin-destination and for-hire and private trucking. *Topics:* Urban transit, including revenues and passengers carried; miles run; intercity and rural bus company systems; gross and net sales of gasoline, diesel oil and liquefied petroleum gas used for motive purposes; registration of motor vehicles, including motorcycles and trailers; related licenses; motor carriers, freight and household goods movers; for-hire trucking; intercity movement of goods. *Storage Medium:* Microfiche.

SC-820

Water Transport

Description: Information on water transportation, domestic shipping and international vessel traffic. *Topics:* Shipping and port activities; major commodities, loaded and unloaded; container movements; type of cargo; water carriers; number, kind, operating status and registry of vessels; carriage of goods by marine transport in Canadian coastal waters, the Great Lakes and the St. Lawrence Seaway. *Storage Medium:* Microfiche.

SC-830

Communications - Radio, Television, Cablevision, Telecommunications

Description: Information on licensed radio and television stations including the CBC and other national and regional networks; cable television system; telecommunications carriers; and all telephony systems operating in Canada. *Topics:* AM and FM radio time sale financial statistics; employees, salaries and wages on radio and television broadcasting, cable television and telecommunications carrier telephones in operation, by type of service and exchange; cable television subscribers.

Construction Division

This Division produces estimates of annual capital expenditure plan by businesses and governments. It also produces annual measures of construction industry activity, including cost, input and output data by type of trade. It is responsible for measuring the flows and stocks of fixed capital assets employed in the Canadian economy and their capacity and use. The current measures of construction activity are obtained from the analysis of municipal building permits and Canada Mortgage and Housing Corporation.

Classes of Records

SC-840

Housing and Building Permits

Description: Information on building permits and housing starts and completions. *Topics:* Number and value of building permits issued by municipalities; number of new dwelling units by type; value of residential, commercial, governmental and institutional building construction; housing starts and completions.

SC-850

Construction Industry

Description: Information on the construction industry and various construction contracting industries, including cost, input and output data by type of trade. *Topics:* Duration of construction of apartment buildings; growth of housing stock; type of construction; total value of construction; repair work; labour content; per capita value of construction; construction contracting industries - mechanical, electrical, highway, road, street, bridge, general non-residential, general residential, heavy engineering and special trades.

SC-860

Capital Stock

Description: Information on the fixed assets of construction firms and their degree of utilization. *Topics:* Series on capital stocks; depreciation in both current and constant dollars by industry and province.

SC-870

Capital Expenditures

Description: Information on capital expenditures for new and repair construction work. *Topics:* Provincial capital expenditures; cost of materials used by contractors, governments, utilities and others in private and public investment.

Labour Division

This Division is responsible for producing a wide range of labour data from surveys and administrative records. The Employment Survey (ES-1) is carried out once a month on a census basis. It covers all businesses employing more than 20 persons with the exception of agriculture, fishing and trapping. A second survey (ES-2) is conducted for businesses employing fewer than 20 persons. It covers the same sectors as the ES-1 but on a sample basis. The Division carries out other surveys to obtain employment data for education and health.

services. It also collects information on pension plans and statistics reflecting the operations of the Unemployment Insurance Act.

Classes of Records

SC-880

Pensions

Description: Information on the terms and conditions of employer — sponsored pension plans in Canada. *Topics:* Eligibility; employee contribution rates; retirement benefits; retirement ages; vesting and death benefits; income, expenditures and assets of all trustee pension plan funds.

SC-890

Unemployment Insurance

Description: Information on insured population; claims filed; claims allowed; beneficiaries on the Unemployment Register; weeks and amount of benefit for the month; personal characteristics of the insured population and of persons starting and terminating benefit periods (up to 1971); occupational and industrial status of the insured population.

SC-900

Employment and Compensation

Description: Information on employment and income and employee compensation. Some data are seasonally adjusted. *Topics:* Paid hours; earnings; number of employees; labour costs by component; break-downs by sex, industry, province and major urban areas; labour income.

Merchandising and Services Division

This Division collects data on the retail, wholesale and service trade covering the type of business, its location and its physical, operating and financial characteristics. Data is gathered from surveys and from administrative files.

Classes of Records

SC-910

Retail Trade

Description: Information on sales, inventories and operating data for retail businesses. *Topics:* Chain stores; independent stores; alcoholic beverage stores; motor vehicle dealers; food stores; general merchandise stores; clothing stores; hardware stores; furniture stores; shoe stores; drug stores; campus book stores; direct sellers; vending machine operators; shopping centres; department stores.

SC-920

Wholesale Trade

Description: Information on various types of businesses acting as intermediaries in the field of distribution. Included are wholesale merchants and wholesale agents and brokers. *Topics:* Construction machinery and equipment (1977); diesel and natural gas engine sales (1977); farm implement and equipment sales (1977); plumbing and heating; lumber and building material sales (1978).

SC-930

Service Trade

Description: Financial, descriptive and other operating data on service industry businesses. *Topics:* Funeral directors; architects; restaurants; caterers; taverns; engineering and scientific services; computer services; film distribution; motion pictures; theatres; traveller accommodation; advertising agencies (1976).

Systems and Data Processing Services Branch

The Branch provides EDP services to Statistics Canada. Within the Branch there are five organizational units.

The Branch Headquarters staff is responsible for the formulation of EDP policies and the management of the overall activities of the Branch. It also co-ordinates relations with the users of various Branch services. The Branch also provides the chairman and secretariat services for the Executive Sub-committee on EDP.

Systems Development Division is responsible for the planning, design and development and maintenance of specific application EDP systems for a particular user. The Division is also responsible for EDP training and for the provision of professional advice on and direction to the evolution of departmental systems and related methods of work.

Data Processing Division is responsible for providing data entry and general purpose, graphics and related computer services to the agency. It operates central computing installations and provides storage facilities for most of the agency's machine-readable data.

EDP Planning and Support Division is responsible for planning and co-ordinating the acquisition and maintenance of computer hardware and software. It provides technical support for the operations of various facilities, develops and maintains generalized programs and systems. It is also responsible for the administration of machine-readable data, programs and systems, automation research and EDP policies, standards and procedures.

The Structural Analysis Division is responsible for the development of structural economic models of the Canadian economy and for the provision of analytical and consultative services based on the stock of models operated by the Division. Much of the Division's work is done on a fee-for-service basis for government and non-government clients.

Manuals

Systems and Data Processing Branch makes available a large number of manuals documenting and explaining the use of EDP products. These manuals are classified as:

- Manuals of general interest
- Programming aids
- Database management systems
- Edit and tabulation systems
- Statistical systems
- Graphics software
- Other generalized software (not supported by the Branch)

A detailed list is available from System and Data Processing Branch.

Classes of Records

SC-940

General Operations

Description: Information on the overall functions of the Branch. *Topics:* Branch policy; automation; security; equipment evaluation; equipment acquisition; software evaluation; software acquisition.

SC-950

Systems and Programs

Description: Sets of instructions to enable a computer to perform a given task. *Topics:* Application programs, application systems; utility programs; generalized programs; control programs; system software. *Retrievability:* Files are arranged by system identification code.

SC-960

System Documentation

Description: General descriptions of the operations of programs and systems. *Topics:* System specifications; system flowcharts. *Retrievability:* Files are arranged by system identification code.

SC-970

Automation Research

Description: Research into the feasibility and applicability of new EDP technology to the agency's work and evaluations of the cost effectiveness of new EDP technology. *Topics:* Computer Output to Microfilm (COM); Optical Character Recognition (OCR); Remote Job Entry (RJE); telecommunications; data storage media; time-sharing; terminals; word processing; page printing; mapping; geocoding.

SC-980

EDP Training

Description: The EDP Training section, in conjunction with the Departmental Training and Development section evaluates the requirements of the agency for EDP training, evaluates and develops courses and co-ordinates their teaching. Records provide information on all aspects of EDP training. *Topics:* Data processing; time sharing; programming and systems analysis; software packages.

SC-990

EDP Standards and Procedures

Description: Information on standards and procedures applicable to EDP functions. *Topics:* Planning; project development and control; EDP services; procurement of goods and services; hardware; software; security; standards; training; documentation; maintenance of programs and systems; data capture; software support; data storage; archiving of machine-readable material; general data administration.

SC-1000

Geocartographics

Description: The Geocartographics Centre consists of a multi-disciplinary team which offers computer-assisted drafting, graphics, cartography and geography services. Its records consist of correspondence, studies and reports on various aspects of the work of the centre. *Topics:* Determination of inhabited areas; co-ordinate transformation systems; geographically referenced data storage and retrieval system; automated cartography; spatial systems technology; spatial information display system; mapping programs; dot mapping; digitization of area data; perspective view maps; map projections; choropleth maps; polygon encoding methods; projection transformation.

SC-1010

Models

Description: Socio-economic resource model, residential energy model, natural resource information systems. *Retrievability:* Documents, working papers and user's manual are listed in the Structural Analysis Division Document Index available from the Division.

SC-1020

Economic Data

Description: Data input to models run for particular clients on a fee-for-service basis. The data relate to the environment and operations of the client organization. *Topics:* Investment project analysis.

SC-1030

Detailed Energy Balances

Description: Supply and disposition tables for Canada by fuel in natural units and thermal equivalents, for the years 1966, 1971, 1974 and 1976.

Communication and Management Practices Field

This new Field brings together two diverse but related responsibilities, i.e. the development and co-ordination of communication with the multiple publics in the public and private sector and the improvement of management practices in Statistics Canada, which will be supported by enhanced internal communication of needed information about Statistics Canada's plans, operations, products and resources.

Federal and Media Relations Division

This Division is responsible for co-ordinating, consulting and collaborating with federal departments. It co-ordinates the information bank mechanism under Part IV of the Canadian Human Rights Act, and it provides consultative services to prospective survey sponsors, as well as educational material, training sessions, seminars and other presentations for those with an interest in survey research. In addition, it is involved in reviewing the paperburden imposed on businesses by federal government departments and agencies for the collection of information.

The Division is also responsible for Statistics Canada's relations with the media and the general public. It offers various services within the agency such as writing and editing for publications, survey publicity, respondent letters, brochures, media advertising and information manuals. It deals with media relations through speeches, newsletters, press releases and press conferences, publishes the Canada Handbook, the Daily, a weekly digest, Informat, and an employee newspaper, Scan, and produces Statistics Canada's annual report.

Business, Provincial and Municipal Relations

This Division is responsible for consultation and collaboration with provincial and municipal agencies and businesses, academic institutions, unions and non-profit groups. One of its principal responsibilities is to provide consultative services to the provinces and territories who have central statistical agencies or designated focal points to work with Statistics Canada. This consultation is carried out on an information basis through daily contacts and interaction between Statistics Canada and provincial and territorial government statistical agency personnel. It is also carried out formally through the Federal-Provincial Consultative Council on Statistical Policy and fourteen federal-provincial committees. These consultations have led to the signing of over 100 formal joint data collection program elements.

The Division produces the Statistics Canada Catalogue of Publications and a variety of pamphlets and brochures to help users find and use statistics, to enhance and promote the dissemination and use of the diverse range of Statistics Canada products.

Statistics Canada

Professional and International Relations Division

This office co-ordinates Statistics Canada's international involvement with statistical agencies of other countries and international organizations which have statistical activities such as the United Nations and its specialized agencies, the Organization for Economic Co-operation and Development, the Commonwealth and others. It directs the work required for meeting international obligations such as representation at conferences or data reporting. As a member of several international organizations, Statistics Canada participates in the development of common standards and frameworks for the compilation of internationally comparable statistics; Statistics Canada is also concerned with assisting developing countries to enhance their statistical capability.

The Division is also responsible for liaison with academic research and professional institutions as well as for establishing fellowship and internship programs.

CANSIM Dissemination Division

This Division is responsible for entering, maintaining, revising and updating the Canadian Socio-Economic Information Management System which is an aggregative socio-economic statistical database. The databases are made publicly available through a commercial time shared service bureau for statistical information and research and analysis. Its staff assists users of the system and performs retrievals from the CANSIM database for users who are not equipped with a terminal or who require output on cards and tapes.

Manual

- CANSIM Summary Reference Index and Series Directory

Corporate Planning and Analysis Division

This Division is responsible for the development and continuing assessment of department objectives and priorities; the devising of appropriate options and strategies for their achievement and the development of medium or longer-term plans reflecting them.

Management Systems Design and Development Division

This Division is responsible for the development of concepts and design of systems covering such aspects of management as accountability, planning, information systems, performance measurement, quality assessment and the status reporting for project and services provision. It is also responsible for the co-ordination of the above with other management practices which are the responsibility of functional areas such as personnel, finance, operational planning and budgeting and production and support services.

Internal Audit Division

The Division provides and independent and systematic review and appraisal of all operations and furnishes senior management with objective information on the adequacy of management control procedures and frameworks. The scope of these audit activities extends to all process systems and procedures of management including planning, performance measurement, financial and personnel management and data processing.

Program Evaluation Division

The Division is responsible for evaluating Statistics Canada programs to access their continued relevance to bureau objectives and to appraise the programs' effectiveness in accomplishing these objectives.

General Operations Field

This Field has the responsibility for providing internal common services which are of an administrative and production support nature to Statistics Canada programs and for organizing, integrating and co-ordinating internal operations and services of the agency. It is also responsible for survey data collection and the initial processing and editing activities carried out in the Regional Offices, as well as management of on-site user services, data dissemination and public relations carried out through the regional services. It is responsible for planning, organizing and implementing a program of decentralization of the operations for data collection, data capture, processing and editing, from Headquarters to regional centres; and for developing a parallel and complementary program to integrate or consolidate more efficiently operational activities now performed in specialized divisional organizations at Headquarters in Ottawa.

This Field also has the responsibility for the Access to Information and Privacy program.

Regional Operations

This organization is responsible through headquarters staff and a network of Regional Offices for survey data collection, primary processing and editing, the provision of statistical information and advice at the regional level, including service to users and community relations. Regional Offices are located at St. John's, Halifax, Montreal, Ottawa, Toronto, Winnipeg, Edmonton and Vancouver. A user advisory sub-office is also located at Regina. The functions of the Regional Offices include:

- Conduct of survey operations. As the data collection arm of the agency for population and agriculture censuses, for all household surveys, and for a large volume of the business surveys, the Regional Offices collect data by personal or telephone contact with the survey respondents, be they households, as for the Labour Force Survey, or business establishments, as for the Consumer Price Indexes. To carry out this work, a full-time staff of 380 employees is supported by some 1,500 part-time interviewers working from locations across the country. The permanent staff of this organization serves as the nucleus for the build-up needed every five years when 2,000 Census commissioners and some 40,000 Census representatives are employed on the collection and initial processing of the Censuses of population and agriculture.
- Provision of statistical advisory services to meet statistical information and consultation requirements, including sectorial and regional analyses, of users of statistics across the country.
- Maintenance of public and community relations at the local level, co-ordination of regional market research activities and promotional programs to make known the use of Statistics Canada data products and services.

Statistics Canada Library

The agency's library maintains a large collection of reference books, periodicals, reports and all of its published material since its inception

in 1918. Its responsibility is to provide facilities that enable the public to access this information.

Production and Support Services Division

This Division is responsible for providing a complete publishing service for Statistics Canada's publications program and the provision of all other production and operational support services within Statistics Canada and for developing and implementing all general administrative and technical support policies and systems.

Operations Integration and Regionalization

This organization is responsible for the full-scale review and analysis of all internal operations and services of Statistics Canada with the objective of developing approaches and strategies for changes in organization and methodology to achieve better integration and overall co-ordination of these operational processes and services, and for the implementation of approved action plans to either regionalize or better integrate residual operations and services which are not appropriate for regionalization at Headquarters.

Finance Branch

The Branch is responsible for planning financial requirements and monitoring and controlling financial expenditures of the agency. It is headed by a Director General and is responsible for program and financial planning, financial services and management information systems.

Personnel Administration

Personnel Administration is responsible for providing services to employees and management in the following areas: classification and staffing of positions, staff relations, staff training and development, human resources planning and organizational development, pay and benefits, career counselling and employment opportunities programs. It also maintains a personnel management information system and is responsible for the official languages program, i.e. identifies the language requirements of positions, provides language testing services and co-ordinates language training.

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Background

The Treasury Board is a committee of the federal Cabinet. Its President is the chairman of the committee and its members include the Minister of Finance and four other Cabinet Ministers who are appointed by the Governor in Council. The Board was created by order in council in 1867 and received statutory approval in 1869. Its Secretariat was part of the Department of Finance until 1966 when it became a separate institution.

Overall Responsibilities

The Board's responsibilities, as set out in the Financial Administration Act, include financial management, personnel management and central administration of the Public Service of Canada. It is also responsible for the application of the Official Languages Act within the Public Service and serves as the Employer for negotiating collective agreements with the Public Service Staff Relations Board.

Organization

The Treasury Board is served in these functions principally by the Treasury Board Secretariat which is divided into four Branches: Program, Personnel Policy, Administrative Policy and Official Languages. In addition, there are three Offices — the Office of the Secretary, the Communications Division and the Submission Control Unit.

The Secretary is the deputy minister who directs the work of the institution. He advises the President and the Board on all areas concerning the organization and management of the Public Service under the Board's jurisdiction.

The Communications Division provides the President, the Secretary and the four Branches with the services, advice and expertise they require in the area of public relations, communications and publishing.

The Submission Control Unit acts as a central clearing point for all submissions received by the Board. Submissions are departmental requests for program expenditure; or administrative, personnel or other authorities which the Treasury Board is empowered to grant. The unit maintains files on past decisions of the Board.

Access Procedures

All requests for information under the Access to Information Act should be addressed to:

Access to Information Co-ordinator
Treasury Board of Canada Secretariat
Place Bell Canada, 22nd Floor, North
160 Elgin Street
Ottawa, Ontario
K1A 0R5
Telephone: (613) 995-8780

Administrative Policy Branch

The Branch is responsible for the development, implementation and monitoring of policies, regulations and suggested practices in a wide range of administrative matters, including Incentive Awards. These policies pertain to activities of the government of Canada in areas of property, materiel, services, and information management. Their purpose is to ensure probity and prudence in the acquisition and use of administrative inputs throughout the Public Service, and to guide

departmental managers in the efficient and effective use of resources in support of departmental programs.

Manuals

- Administrative Policy Manual - outlines government policy on real property, materiel, services and information management

Classes of Records

TB-10

Administrative Policy

Description: General information on the development, implementation, and monitoring of policies, regulations, and suggested practice on a wide range of administrative matters. *Topics:* Administrative expenditure constraints; membership fees in professional associations; energy; Freedom of Information; Human Rights — protection of personal information; compensation; ex gratia payments; collective agreements; canvassing in government offices; Federal Identity Program — policy guidelines, departments and agencies, outside practices; planning and evaluation; internal audit plans for administrative policies; Public Service living accommodation — rental of government housing; regional administrative operations; departmental roles. *Retrievability:* The files are arranged by subject, group, department, agency, province, and territory as required.

TB-20

Common Services

Description: Information on services provided by a central organization in support of the programs of departments or agencies. *Topics:* Exhibits and displays; Make or Buy (contracting out); photographic services; telecommunications and telephone services; workshops.

TB-30

Conferences

Description: Information on policy and guidelines for conferences and control of conference sponsorship and attendance.

TB-40

Contracts

Description: Information on the establishment of authority levels in five categories of contracts: construction, goods, services, consulting services and leases. In each category, there is a basic authorization level that applies to most departments, as well as higher levels, reflecting the mandates of the common service agencies, Supply and Services Canada and Public Works Canada, and other departments with major contracting activities, such as Transport Canada and Indian and Northern Affairs Canada, as appropriate. In addition, there are a number of special authorities reflecting particular departmental responsibilities. *Topics:* Adjustment due to tax changes; bonds, securities, holdbacks; claims; construction contracts; inquiries; leases; outside practices; consulting contract policy; purchase contracts; remissions and refunds; project headcount; levels of contracting authority; service contracts, personal service contracts; specifications requirements; standard contract conditions; submission procedures; training; tenders; revenue contracts.

TB-50

Information Management

Description: Information on the implementation and evaluation of policies and guidelines on the management of data and information; also the equipment and systems required for the collection, processing and production of data and information. *Topics:* Information systems;

Treasury Board of Canada

committees — Government Electronic Data Processing (EDP) Standards Committee; departments and agencies — liaison and submissions; EDP — organization, project monitoring; outside practices; projects; statistical surveys; telecommunications.

TB-60

Management Services

Description: Basic research on techniques to improve administrative, and, where requested, personnel management, control and budgeting, fiscal and cost accounting, and operational systems of departments and government as a whole. *Topics:* Management services; consultants — Literature Digest and Research Bulletin, use by departments; courses, seminars; liaison with organizations.

TB-70

Materiel Management

Description: Policy information on the planning, acquisition and management of materiel, with emphasis on the acquisition of goods, the use and management of EDP equipment, and the management of large capital projects. *Topics:* Materiel management; furniture, furnishings, fixtures; motor vehicles; office machines and equipment; purchase consolidation; supply consolidation; Supply Advisory Committee; procurement and socio-economic objectives — procurement review mechanism.

TB-80

Paperwork Management

Description: Information on the creation, use, maintenance, storage, protection and disposal or preservation of all forms of paper documents. *Topics:* Forms management; mail and messenger services; records management.

TB-90

Physical Working Conditions

Description: Information on the establishment and application of standards governing physical working conditions and health and safety of persons employed in the Public Service. *Topics:* Accommodation standards; eating facilities; parking; parking maps; provision of clothing.

TB-100

Publications, Printing and Advertising

Description: Information on the planning and preparation of material for publication, including departmental annual reports.

TB-110

Real Property

Description: Information on government policy for the cost-efficient management of federal real property. *Topics:* Acquisition, use and disposal of land; land transactions; Treasury Board Advisory Committee on Federal Land Management.

TB-120

Risk Management

Description: Information on the identification of risk, its reduction to a minimum prior to an undertaking, containment of the effect during or following a harmful or damaging incident, and any resulting compensation or restoration.

TB-130

Socio-Economic and Special Projects

Description: Information on administrative policies, guidelines and special projects.

TB-140

Relocation Expenses

Description: Information on the relocation of employees, its cost to the public, and employer practices. *Topics:* Non-public servants; outside practices; public servants — househunting trips, incidental expenses, real estate and legal fees, separation allowances, shipment; shipment — household effects, stopovers, temporary accommodation, termination of lease, travelling expenses en route.

TB-150

Travel Expenses

Description: Information on Public Service employees and other persons travelling on government business; also transportation and accommodation standards, allowances, rates and conditions of payment and reimbursement. *Topics:* Non-public servants; outside practices; public servants — accidents or illness and death in travel status, accommodation and meals, audit and returns, mileage allowance, National Joint Council Committee on Travel Regulations, transportation and travel standards; transportation and travel standards — air travel; transportation and travel standards — air travel, first class.

TB-160

Federal Government Accommodation

Description: Information on the design and construction of federal accommodation. *Topics:* Report of the Standing Senate Committee on the Accommodation Program of Public Works; Office Accommodation Policy Study.

TB-170

Olympics

Description: Information on the Olympic Corporation; revenue-generating programs; federal involvement. *Topics:* Olympic Coin and Stamp Programs; Olympic Lottery; security; activities; accommodation; host broadcaster; operation of the games; facilities; legislation; departments; Interdepartmental Committee on the 1976 Olympics; briefing notes for Minister; Organization Committee of the 1976 Games; other governments — Quebec; other games; Loto Canada — policy, operations.

TB-180

Major Crown Projects

Description: Information on the planning, budgeting and execution of major Crown projects. *Topics:* Equipment — aircraft, Long Range Patrol Aircraft, New Fighter Aircraft, surveillance and control systems, ships; ships — Canadian Patrol Frigate; facilities — Mirabel.

TB-190

Incentive Awards

Description: Information on persons employed in the Public Service who may be awarded for their outstanding performance of their duties, for other meritorious achievement in relation to those duties, and for inventions or practical suggestions for improvements. *Topics:* Outstanding Achievement Award Program; Merit Award Program; Suggestion Award Program; Senior Officers Retirement Program; Long Service Award Program.

Policy Development and Revision Division

This Division is responsible for all administrative policy development and revision in the areas of real property, materiel, services, and information management.

Policy Implementation and Review Division

This Division is responsible for the provision of advice on the implementation of administrative policy and review of Treasury Board Submissions in the areas of materiel, services, information, real property and accommodation. It is also responsible for the Procurement Secretariat, which identifies departmental acquisition proposals for special procurement reviews, Access to Information and Privacy, and for the monitoring of departmental implementation of administrative policies.

Planning and Evaluation Division

This Division is responsible for communicating administrative policy through the Administrative Policy Manual. It provides advice on policy implementation mechanisms, develops and co-ordinates the Branch's management information systems, and provides planning and analytical support to the Branch. Policy evaluation is a primary function of this Division. It also has responsibility for the Technical Advisory Group, which assists departments and agencies in carrying out socio-economic impact studies on all new major government regulations in the areas of health, safety and fairness.

Task Force on Access to Information and Privacy

The Task Force advises departments on the preparation of an annual inventory of all government records; publishes annually The Access Register, The Privacy Index and two Bulletins; drafts regulations, directives and guidelines for the use of government institutions; assists in establishing the Office of the Information Commissioner and assists government institutions generally in organizing themselves for implementation of The Access to Information and Privacy Acts; and reviews the management and maintenance of records in all government institutions.

Classes of Records

TB-200

Access to Information and Privacy

Description: Information on access to information and privacy, legal interpretations and liaison with other countries.

TB-210

Policy Development

Description: Information on the development and revision of government policy on public access to government records and personal information. *Topics:* Exemptions and exclusions; retention and disposal; use; disclosure; data sharing.

TB-220

Acts and Regulations of Canada

Description: Information on acts, bills, regulations and related drafts, amendments and correspondence on access to information and privacy in Canada.

TB-230

Committees

Description: Information on Ad Hoc committees; advisory committees, advisory councils, etc., on access to information and privacy.

Topics: Computer communications; information systems; technological change; public records; EDP training and development; federal micrographics; justice and legal affairs.

TB-240

Controls on Government Information Collection

Description: Information on the development and revision of government policy concerning the controls on government information collection. *Topics:* Statistical standards and review; paperburden controls.

TB-250

Emergency Planning

Description: Information on the development and revision of government policy on emergency planning. *Topics:* Interdepartmental Committee on Emergency Planning (ICEP); Interdepartmental Exercise Control Committee (IECC).

TB-260

Implementation of The Access to Information and Privacy Acts

Description: Information on preparations by government institutions for fulfilling the requirements of Access to Information and Privacy legislation. *Topics:* Meetings; briefings; workshops; projects; inquiries; contributions to the inventory of government information.

TB-270

Information Systems and Technology

Description: Information on the development and revision of government policy for information systems and technology. *Topics:* Micrographics; telecommunications; automated office technology; and electronic data processing.

TB-280

Inventory of Government Information

Description: Information on the development of government policy and procedures for the preparation of a central inventory of government information to facilitate the production of the Access Register and Privacy Index.

TB-290

Security

Description: Information on the development and revision of government policy on security. *Topics:* Acts, bills, regulations and related drafts; amendments; correspondence; committees.

Federal Identity Program

The Federal Identity Program was established by Cabinet to fulfil the following objectives:

- Enable the public to clearly recognize federal activities by means of consistent identification.
- Facilitate access to federal programs and services.
- Improve the methods of the graphic handling of the official languages, consistent with the *Official Languages Act*.
- Promote the effectiveness, efficiency and quality of graphic design in all applications of the federal identity.
- Effect cost savings through standardization of the program's applications.

Treasury Board of Canada

Office of the Co-ordinator, Regulatory Reform

The Office of the Co-ordinator, Regulatory Reform was established to advise the President of the Treasury Board of Canada on regulatory reform matters and assist in the administration and co-ordination of the government's regulatory reform program, approved by Cabinet in October 1980. The reform program focuses on three areas: legislative review and housecleaning; reform of regulatory processes; and deregulation of selected industries or activities.

Classes of Records

TB-300

Office of the Co-ordinator, Regulatory Reform

Description: General information on the Office. *Topics:* Conferences; Departmental Inventory of Reform Activities, 1980; General Agreement on Technical Barriers to Trade (GATT); involvement of the Office of the Comptroller General in regulatory reform; press clippings; Quarterly Bulletins; Question Period; Royal Commission on Financial Accountability (Lambert Commission); Telex files; overall work program on regulatory reform.

TB-310

Agency Review

Description: Information on the reform proposals and recommendations to Cabinet by the Privy Council Office Review Group on Regulatory Reform of Crown Agencies. *Topics:* Powers, control, accountability, regulatory procedures, and appointment processes of Crown agencies, including regulatory commissions, administrative and appeal tribunals.

TB-320

Assessment of Regulatory Initiatives

Description: Information on prior assessment of new regulatory initiatives, including the existing Socio-Economic Impact Analysis (SEIA) program administered by the Treasury Board of Canada Secretariat; also examination of reform proposals and recommendations on the institution of a Regulatory Impact Analysis System (RIAS) for proposed regulatory initiatives.

TB-330

Committees

Description: Information on the involvement of the Office with various committees. *Topics:* Interdepartmental Committee on Regulation; Peterson Committee (Special House Committee on Regulatory Reform); Project Advisory Committee; Secretary's Executive Committee; Standing Joint Committee on Statutory Instruments; and Treasury Board Senior Advisory Committee (TBSAC).

TB-340

Consensus Process and Voluntary Standards

Description: Information on the promotion of greater reliance, by federal regulators, on the consensus process, such as that offered by standards writing bodies accredited under the National Standards System of Canada, for the development of technical specifications to be included in regulatory legislation, as well as greater reliance on voluntary standards as an alternative to mandatory regulations.

TB-350

Consultation Process

Description: Information on the improvement of private sector consultation on regulatory matters, including departmental reviews and proposals for improved consultative techniques and extended consultation.

TB-360

Deregulation

Description: Information on assessment of and possible recommendations by responsible Ministers to Cabinet on the deregulation of selected industries or activities.

TB-370

Liaison

Description: Information on exchanges concerning regulatory reform initiatives with the private sector, foreign jurisdictions and the provinces.

TB-380

Legislative Review and Housecleaning

Description: Information on an immediate review by federal departments of regulatory legislation to identify and eliminate obsolete, duplicative or contradictory provisions; also development of recommendations to Cabinet on the proposed Omnibus Repeal Bill.

TB-390

Parliamentary Review

Description: Information on the review and assessment of reform proposals concerning parliamentary involvement in the regulatory process.

TB-400

Records Retention

Description: Information on the co-ordination and implementation of the Cabinet Decision on the deregulation of federal legislative requirements for the private sector to maintain records; also development of recommendations to Cabinet on the proposed Records Retention Omnibus Amendment Bill.

TB-410

Regulatory Agenda

Description: Information on the assessment of reform proposals and development of recommendations to Cabinet on the publication by federal regulating departments and agencies of a "Regulatory Agenda" giving advance notice of upcoming regulatory initiatives.

TB-420

Service to the Public

Description: Information on the participation by the Office in the federal Task Force on Service to the Public under the direction of Supply and Services Canada; also federal initiatives on the reduction of paperburden.

TB-430

Speeches on Regulatory Reform

Description: Information on speeches by the President of the Treasury Board or officials in the Office.

Official Languages Branch

The role of the Branch is to develop and communicate government policies and programs for the application of the Official Languages Act within departments and agencies of the Government of Canada, as well as judicial, quasi-judicial or administrative bodies or Crown Corporations, and to monitor, audit and evaluate their implementation and effectiveness.

In accordance with the revised policies on official languages in the Public Service issued in September 1977, the Official Languages

Branch is responsible for producing general guidelines and criteria to provide overall direction to departments and agencies; providing technical and specialized assistance as required; reviewing the annual plans and reports of departments for their official languages program and recommending appropriate action; auditing and evaluating departmental official languages activities; monitoring the overall progress of the Public Service towards the achievement of official languages objectives; managing the Official Languages Information System (OLIS); consulting employee representatives through the Official Languages Committee of the National Joint Council; and preparing an annual report to the government on the status and evaluation of official languages policies and programs in the Public Service.

The Branch is also responsible for informing federal employees and other interested publics on the Official Languages Act and the government's official languages policies and programs.

To carry out its mandate, the Official Languages Branch is divided into a Secretariat and three Divisions: Operations, Policy, and Evaluation and Audit.

Secretariat

The Secretariat provides controls, co-ordination and support services to organizational elements of the Branch in the areas of manpower and financial resources; processes departmental submissions; develops and publishes the Branch Operations Manual; and monitors the service-wide costs of official languages programs.

The Secretariat also has a documentation and reference centre to provide a quick, up-to-date information service to the Branch, departments, agencies and corporations, as well as to the general public, on matters related to the Official Languages Act and government policies and programs on official languages.

Operations Division

The Operations Division advises departments and agencies on the implementation of official languages programs, which includes the preparation of annual plans and progress reports. It also analyzes these and other submissions to the Treasury Board of Canada Secretariat from departments, and on the basis of its analysis, recommends acceptance, modification or rejection of the submissions. The Division participates in policy analysis and interpretation, particularly from the perspective of program operations in departments. It is divided into three Groups; each is responsible for a specific number of departments, agencies and corporations.

Policy Division

The Division is responsible for the formulation and systematic interpretation of the government's official language policies; the analysis of major issues arising as a result of the application of these policies in various departments; the formulation of proposed policy amendments or revisions; and the preparation of major reviews and assessments of the impact of these policies, which includes an annual report to Cabinet. These functions also include participation in the analysis of annual departmental plans to determine their consistency with current policies.

The Division undertakes extensive liaison with other Branches and central agencies to ensure the co-ordination of the official languages policies with other related personnel or language policies. It is divided into two Groups: Policy Interpretation and Adjustment, and Policy Analysis.

Evaluation and Audit Division

This Division defines appropriate indicators of program performance; analyzes data that are collected through the Official Languages Information System, other reporting media, analysts and audit team observations; conducts special studies; and examines trends and program effectiveness. The audit function consists of monitoring the information system data, and ensuring compliance with policies through on-site audits in various departments and agencies; corrective measures are recommended where necessary.

The Division also plans and establishes the systems and procedures required to give effect to government policies and to evaluate their implementation effectiveness. It is divided into three Groups: Evaluation and Special Studies, Audit, and Procedures.

Manuals

- Official Languages Branch Manual
- Official Languages Administrative System Manual (OLAS), Vol. 2 and 3
- Treasury Board Circulars Relating to Official Languages, Vol. 1 and 2;
- Official Languages Distribution Lists Manual
- Audit Guide on Official Languages

Classes of Records

TB-440

Official Languages

Description: General Information on official languages policy. *Topics:* Definitions of terms; inquiries; use of official languages; Cabinet Memoranda; statements by Prime Ministers; statistics; mobility studies; Bureau of Management Consulting (BMC) Studies; service to the public; official languages minorities; Canadian unity; Lambert Commission; anglophone participation.

TB-450

Analysis and Evaluation

Description: Information on statistics for Management Committee; information to ministers; mobility; Senior Management (SM) Category.

TB-460

Audit and Control

Description: Information on the Bilingualism Bonus; departmental audit systems; functional guidance to departments; performance measurement; work instruments; audit of Vote 15; departmental plans; implementation of official languages policies in the EDP field; Co-ordinating Committee on Evaluation; language of work.

TB-470

Bicultural Development Program

Description: Information on the Temporary Assignment Program; Exchange Program; Quebec City.

TB-480

Bilingual Districts

Description: Information on proposals to establish bilingual districts and the bilingual districts task force.

Treasury Board of Canada

TB-490

Commissioner of Official Languages

Description: Information on division of responsibilities; procurement of documents; complaints — reports; departmental studies and reports.

TB-500

Committees and Councils

Description: Information on official languages policies and programs, and consultations with unions on these policies and programs. *Topics:* National Joint Council.

TB-510

Crown Corporations

Description: Information on the implementation of the government's official languages objectives in Crown corporations. *Topics:* Information programs; applications of official languages policies and programs; classification; inquiries; Province of Quebec; reports; Privatization Unit.

TB-520

Departmental Budgets for Official Languages Programs

Description: Information on departmental budgets, evaluation, progress reports; statistics.

TB-530

Departmental Official Languages Programs

Description: Information on departmental programs. *Topics:* Evaluation; performance indicators; lists of organizations; departmental action plans on evaluation; senior personnel authority.

TB-540

Departmental Official Languages Structures

Description: Information on departmental organization structures. *Topics:* Lists of Bilingual Advisors; Language Requirements Co-ordinators; roles and responsibilities in Official Languages Program — Bureau of Management Consulting Study (BMCS).

TB-550

Federal Identity Program

Description: Information on the use of both official languages, in a bilingual format, in all applications of the federal signature. *Topics:* Manuals; expositions; Treasury Board Advisory Committee.

TB-560

French Language Units

Description: Information on the establishment of French Language Units in government departments. *Topics:* Evaluation; information programs; amendment lists; inquiries; establishment procedures; cahier.

TB-570

Information Programs

Description: Information on the development, implementation and co-ordination of information programs designed to ensure support, understanding and acceptance of the Official Languages Act and the Government's official languages policies and programs. *Topics:* Departments and agencies; Information and Documentation Centre; manuals; organizations; press clippings; Task Force on Training and Information Needs.

TB-580

Language Requirements of Positions

Description: Information on the provision of service to the public in

the two official languages and their use for the operations of the Public Service. *Topics:* Identification and designation plan; new organizations and reorganizations; review; rotational employees.

TB-590

Language of Work Program

Description: Information on the language of work in the federal Public Service. *Topics:* Evaluation; information programs; Air-Ground Communications (Bilcom Project); telephone survey — Administrative Trainee.

TB-600

National Capital Region

Description: Information on the use of official languages in the NCR. *Topics:* Fullerton's Study; Interdepartmental Committee on Federal Governmental Development in the National Capital Region.

TB-610

Non-Federal Government Language Programs and Policies

Description: Information on official languages initiatives outside the government sector. *Topics:* Bill 22; Gendron Commission; Carleton University Research on English and French Relations; Federal-Provincial Program for Bilingualism in Education; Quebec's White Paper.

TB-620

Official Languages Act

Description: Information on the various aspects of the Act. *Topics:* Information programs; constitutionality; exemptions; implementation; consultations with provinces; working group; New Brunswick.

TB-630

Official Languages Administrative System (OLAS)

Description: General information on the Official Languages Administrative System (OLAS). *Topics:* Program development, implementation, manuals; relations with departments; Training; and task force.

TB-640

Official Languages Information System (OLIS)

Description: Information on the provision of accurate, timely and reliable information to support the government, central agencies and departments in the implementation and control of the Official Languages Program in the Public Service. *Topics:* Language Training Module; OLIS on-line study — task force; reports — regular, special. *Storage Medium:* Microfiche, EDP.

TB-650

Participation of Francophone Program

Description: Information on the participation of francophones in the Public Service. *Topics:* Program development; evaluation; information programs; Task Force; Centre of Excellence.

TB-660

Pay Supplement

Description: Information on the Bilingualism Bonus. *Topics:* Inquiries; reports; Language Complexity Recognition Project; Crown corporations; consultations with unions; implementation of the cancellation of the Bilingualism Bonus.

TB-670

Recruitment of Francophones

Description: General information on the recruitment of francophones. *Topics:* Statistics; university graduates.

TB-680

Training

Description: Information on language training in the Public Service and the programs which were undertaken to help public servants acquire second language skills. *Topics:* Departmental programs; extension; Language Bureau; non-federal government; testing; Staff Development and Training Branch courses.

TB-690

Units Working in French (UWF)

Description: Information on the UWF Program. *Topics:* Program development; information programs; identification proposals.

TB-700

Work Instruments

Description: Information on categories of documents which must be available in the two official languages. *Topics:* Interpretation facilities; keyboards; labelling; language in computers; publications and printing; telephone directives and techniques; terminology; translation.

Personnel Policy Branch

The role of this Branch is to develop, communicate and provide for the implementation and evaluation of the personnel policies, systems and methods necessary to assure that the human resources needed to carry out government programs effectively are determined, obtained at competitive cost, managed and developed efficiently. The interests and the individual and collective rights of employees are duly taken into account.

The Branch's specific responsibilities cover the management of personnel policies, regulations, standards and programs including staff relations and compensation, general personnel management, organization and classification, and developmental personnel policies and activities.

Manuals

- Personnel Policy Manual
- Functions and Responsibilities of the Treasury Board Secretariat
- Handbook of Departmental and Agency Management Authorities
- Supply and Services Authorities
- Personnel Policy Procedures

Classes of Records

TB-710

Personnel Policy

Description: General information on Personnel Policy. *Topics:* Circular letters; Federal Court Decisions; Royal Commission on Financial Management and Accountability (Lambert Report).

TB-720

Acts and Regulations

Description: General information on Acts and Regulations concerning personnel policy.

TB-730

Committees

Description: General information on Committees and Cabinet. *Topics:* Advisory Council on Personnel Policy; Economic Policy; External Policy and Defence; Government Operations; Joint Parliamentary Committee on the Capital; Labour Relations; Miscellaneous Estimates; Priorities and Planning; Public Accounts; Science, Culture and Information; Security and Intelligence; Social Policy.

TB-740

Conferences, Meetings, Seminars

Description: General information on conferences, meetings and on personnel seminars. *Topics:* Directors of Personnel; executive seminars; federal-provincial conferences; industrial relations seminars; Séminaire d'été Canada Outre-Mer (SECOM).

TB-750

Personnel Management

Description: Information on the monitoring, audit and evaluation of personnel policies and practices, and the accounting for personnel management.

TB-760

Treasury Board Submissions

Description: Departmental submissions to the Treasury Board of Canada Secretariat. *Topics:* Procedures; analysis; general statistical indicators; outstanding submissions and unreported decisions; screening; status reports; synopsis; Treasury Board of Canada Secretariat Meetings.

Development Personnel Policies and Activities Division

The Division is responsible for the development and implementation of personnel policies and activities to ensure that the Public Service is as representative of the Canadian population as possible and that women, indigenous people, the handicapped and other designated groups have equality of access to jobs and opportunity for advancement in the federal Public Service. The Divisional also supports the principle of daycare services for children of public servants. It develops and evaluates affirmative action techniques and models and advises departments on their application. It also acts as consultant to departments on the training, development, monitoring and evaluation of quality of worklife projects.

Manual

- Personnel Policy Procedures Manual

Classes of Records

TB-770

Affirmative Action

Description: Information on programs aimed at the improvement of the representation and distribution of women, indigenous people and the handicapped within the Public Service.

TB-780

Daycare Services

Description: Information on the review of departmental submissions for the establishment of daycare centres for the children of Public

Treasury Board of Canada

Servants at their place of work and monitoring the implementation of these projects.

TB-790

Equal Opportunities for Women

Description: Information on initiatives for the increased participation of women in the Public Service. *Topics:* Committees; implementation.

TB-800

Increased Participation of Indigenous People

Description: Information on the increased participation of Indian, Metis, Non-Status Indian and Inuit people in the Public Service of Canada. *Topics:* Committees; Northern Careers Program.

TB-810

Increased Participation of the Physically and Mentally Handicapped

Description: Information on the increased participation of handicapped workers in the federal Public Service. *Topics:* Consultations.

TB-820

Quality of Worklife

Description: Information on the improvement of human conditions at work, the increase of job satisfaction, the improvement of quality and increase of quantity of output and services, and the development of more effective organizational structures within the Public Service. *Topics:* Quality of Worklife Committee; conferences and seminars; consultants; consultations.

General Personnel Management Division

The Division develops and advises departments on policies and programs in the areas of human resource planning and training; pensions, benefits and universally applied allowances; compensation and working conditions for excluded groups; and occupational health and safety. It provides co-ordination and advisory services to the Branch in such areas as legislation, authorities, procedures and the submission process, in addition to administering the Branch's Personnel Management System.

Manuals

- Personnel Legislative Supplement
- Personnel Policy Procedures Manual
- Foreign Services Directives
- Handbook on Occupational Health and Safety
- Data Element Dictionary
- Personnel Management Manual

Classes of Records

TB-830

Foreign Service

Description: Information on emoluments and special working conditions provided for personnel serving outside Canada. *Topics:* Committees — Interdepartmental Committee on External Relations (ICER); Commonwealth Secretariat; directives — committees, Heads of Posts Directives, individual, deletions, Official Hospitality Directives, posts,

indices, revisions; Indo-China Regulations; locally-engaged staff; military; non-rotational assignments; outside practices.

TB-840

Isolated Posts Directive

Description: Information on allowances and other benefits to facilitate the recruitment, retention and deployment of qualified personnel at isolated locations without conflicting with local social and economic conditions of the communities concerned; also, minutes on related committee meetings.

TB-850

Occupational Health and Safety

Description: Information on the development, establishment, publication and application of occupational health and safety policies, standards and procedures; and the evaluation, maintenance and operation of the Public Service occupational health, safety and employee assistance programs. *Topics:* Campaigns; committees; conferences and meetings; departmental programs; employee assistance programs; first aid; guides, procedures, standards; health evaluations; health units; investigations, studies, surveys, audits; publications; reports and statistics; training; use and occupancy of buildings.

TB-860

Personnel Management

Description: Information on the Personnel Management Manual, a guide on general policies and requirements in personnel management. *Topics:* Personnel Management Manual (PMM); awards and inventions; classification; compensation - benefits, part-time, seasonal, term employment, pay, pay plans, rates, time off; compensation plans for unrepresented employees; compensation for service outside Canada; conduct, contents and introduction; human resources — education, training and development, programs, use, employment; occupational health and safety; pensions and insurance — health insurance, income protection, Public Service Superannuation Act, pensionable service, retirement; Personnel Legislation Supplement (PLS); personnel management; Personnel Management Information System (PMIS); security of information; staff relations — collective agreements.

TB-870

Human Resources

Description: Information on the development, implementation, maintenance and evaluation of policies, programs and procedures for the accurate determination, allocation, development and efficient use of Public Service employees. *Topics:* Committees; communication of policies and procedures; decentralization in the Public Service; employment and staffing — indeterminate part-time, native, Committees, Northern Careers Program, Summer Student Program, temporary services; incentive programs — Public Servants' Inventions Committee; Management by Objectives (MBO); Planning — Career Assignment Program (CAP), Committees, Employee Performance Appraisal, Executive Category resourcing strategy, foreign countries; retirement, early retirement; reviews — Executive Category, Information Services Group; Information Services Group — associations, conferences and seminars, career development, committees, Donoghue Study, evaluation, inventories; reviews — Personnel Administration Group; separations — redundancy, National Joint Council on Work Force Reduction; Status of Women — child care services, Equal Opportunities, committees, implementation; training — courses and programs, departmental, educational institutions, foreign countries, occupational categories and groups, Executive Category, Information Services Group, Public Service Commission of Canada, Career Assignment Program (CAP), research and evaluation, reviews, educational leave, needs identification and evaluation, orientation of employees.

TB-880

Pensions and Insurance

Description: General information on pensions and insurance. *Topics:* Employee benefit surveys; employer expenditures; liability and compensation; planning and counselling; Program Forecast and Estimates; Workers' Compensation — Government Employees Compensation Act.

TB-890

Insurance

Description: Information on benefit programs for employees of the federal government. *Topics:* Blue Cross, dental care, federal employees, disability insurance, enrolment and participation, financial information, royal Canadian Mounted Police, Group Surgical Medical Insurance Plan (GSMIP), benefits, committees, coverage, financial information; Hospital Insurance (Outside Canada) Plan and Payments; Locally Engaged Employees' Health Insurance, in the United States; National Joint Council Standing Committee on Health Insurance Programs; Public Service Health Insurance Regulations; provincial health insurance cost sharing; Public Service Management Insurance Plan — benefits, Board of Trustees, eligibility, financial information; Servicemen's Income Security Plan (SISP); sick leave; hospital insurance and diagnostic services, committees, provinces and territories; medical care — provinces and territories; Pharmacare; Unemployment Insurance — committees, coverage, financial information.

TB-900

Pensions

Description: Information on pension schemes which the Government of Canada provides, administers and contributes to on behalf of persons in federal Public Service, employees engaged locally at Canadian foreign posts and international fisheries commissions of which Canada is a member; also general information on pension matters and social security benefits. *Topics:* Agencies and corporations; pensions — Canada Pension Plan, committees, Canadian Armed Forces Superannuation Act, Canadian Government Annuities, Diplomatic Service Superannuation Act, foreign countries, Governor General's Retiring Annuities Act, international fisheries, Judges Act, Lieutenant Governors' Superannuation Act, locally engaged employees contributory pension plans, Locally Engaged Employees (non-contributory) Pension Regulations, Members of Parliament and Senators Retiring Allowances Act, Pension Benefits Standard Act, provincial pensions; Public Service Superannuation Act, agencies and corporations, contributory status, elective service, financial information, Newfoundland employees, Pilotage Authorities, Public Service Pension Adjustment Act 1959; Reciprocal Transfer Agreements — cities, Crown corporations, hospitals, provinces, universities, retirement benefits, Supplementary Death Benefits.

TB-910

Conditions and Benefits of Work

Description: General information on the different conditions and benefits of work which apply in the federal Public Service. *Topics:* Adaptable work patterns — compressed work week, departmental programs, evaluation, flexible working hours; Canada Labour Standards Code; hours of work — overtime; leave; continuity of employment, severance pay, special leave, vacation, leave without pay; surveys; time off; holidays; transfer from federal to private or provincial jurisdiction; commuting assistance; dual employment in public service.

TB-920

Pay

Description: General information on the pay system in the federal Public Service. *Topics:* Wage theory; pay principles, policies and

practices; pay administration; salary and wage determination; classification and pay; factors affecting pay determination; wage and salary surveys; wage and salary administration; control and comparison of salary levels; negotiations with Great Lakes pilots; inquiries; Central Administration; Pay Policy; pay plans; student hiring programs; effective dates of pay revision; Scientific Research Group; scientific research groups — departments; Special Assignment Pay Plan (SAPP); Management Category compensation in the Public Service; exempt and excluded classes — administration; Ministers' exempt staff; fees; premium pay for duties performed; pay for time not worked.

TB-930

Work Environment Design

Description: Information on the review of current policies affecting the design of work environments and possible recommendations for changes to ensure that human needs are given proper consideration in the establishment of such policies and related standards, procedures and practices.

Organization and Classification Division

The Division is responsible for providing advice on organizational issues of concern to the Treasury Board; managing the Executive Complement and PM-7 and equivalent (Senior Management Quota) control programs; managing the Temporary Assignment Pool program; reviewing, developing and maintaining classification policies and procedures; co-ordinating training programs in the areas of classification and staff relations; processing of complaints filed under the equal pay provisions (Section 11) of the Canadian Human Rights Act; recommending policies on and implementing the personnel management information and pay systems, and co-ordinating pay administration in the Public Service.

Manuals

- Pay Administration Manual
- Data Element Dictionary
- Lexicon of Terms and Definitions Relating to Personnel

Classes of Records

TB-940

Classification

Description: Information on the development and maintenance of classification systems and standards for the occupational groups into which the Public Service is divided; and the process by which a job is allocated to an occupational category and group and, through job evaluation, to a level within the group. *Topics:* Committees; senior staff meetings; public relations; goals and projects; Language Complexity Recognition Project; audit; classification review; manpower development and training; classification operations; conversion; classification standards; classification and selection standards — integration; policy planning and research; delegation; human rights — complaints.

TB-950

Organization

Description: Information on organizational issues of concern to the Treasury Board, the management of the Executive Complement and PM-7 and equivalent (Senior Management Quota) control programs, and the management of the Temporary Assignment Pool program.

Treasury Board of Canada

Topics: Committees; decentralization; departments and agencies; Higher Salaried Personnel Freeze (30K Freeze); planning and evaluation groups; Executive and equivalent positions; studies and surveys; Temporary Assignment Pool (TAP).

TB-960

Pay Administration

Description: Information on the clarification of the overall responsibility for pay administration, the restatement of areas of departmental and central agency responsibility, and the identification of proposed changes in processes and activities. *Topics:* Pay administration coordination; pay policy interpretation.

TB-970

Personnel Data System

Description: Information program to assist users of data obtained from the central agency information systems. *Topics:* Committees; Data Element Dictionary; Kerr-Dawson Report; Personnel Applications Centre (PAC); Personnel Management Information Systems (PMIS).

Staff Relations and Compensation Division

The Division is responsible for conducting labour negotiations on the Employer's behalf in the federal Public Service as described in Schedule I, Part I, Public Service Staff Relations Act (PSSRA); and, in the process, for carrying out consultations with unions at the national level and in the National Joint Council; and for engaging in effective two-way communication with departmental management. The Division conducts, administers and advises on collective bargaining, negotiations, consultations, exclusions, designations, grievances and adjudication, certification, and employee-employer relations training. It is also responsible for compensation analysis for groups subject to collective bargaining, and the conduct of various research, analytical and statistical services for the Personnel Policy Branch (PPB).

Manuals

- Grievance and Adjudication Index
- Negotiations and Settlement Report

Classes of Records

TB-980

Staff Relations

Description: General information on staff relations. *Topics:* Background Paper on Staff Relations; consultations on policy proposals of other divisions; employee associations; inquiries; Labour Agreement Data Bank (McGill University); use of employer premises by employee organizations; Bilingualism Bonus; conferences and seminars; monthly meetings with departments; reports; Labour Canada Briefing Notes and Memoranda to Cabinet.

TB-990

Adjudication

Description: Information on the act or process of grievance adjudication. *Topics:* Reference to Chief Adjudicator Under Section 98 of the Public Service Staff Relations Act. *Retrievability:* Files arranged by category, group, individual, association and union

TB-1000

Certification

Description: Information on the exclusion of persons from bargaining units because of duties and responsibilities which require them to represent the interest of the employer; also the application for certification and certification proceedings. *Topics:* Establishment of bargaining units; managerial and confidential exclusions — reports and statistics; safety and security designations.

TB-1010

Committees and Councils

Description: Agenda, notices of meetings, memberships, etc., of committees and councils. *Topics:* National Joint Council — Standing Committees.

TB-1020

Complaints

Description: Information on the regulations and rules of procedures of the Public Service Staff Relations Board and their application to complaints; excludes complaints on pay implementation. *Retrievability:* Files are arranged by name of individual.

TB-1030

Discipline

Description: Information on the failure of an employee to maintain required standards of conduct and managerial response to employee misconduct; also, the procedures of the disciplinary process and the administration of discipline. *Topics:* Codes; discharges and suspensions.

TB-1040

Disputes and Strikes

Description: Information on the terms and conditions of employment for employees whose collective agreement has expired; also, strike activity and the Employer's response to such activity. *Topics:* Legal proceedings — Postal Operations Group; illegal proceedings — prosecution.

TB-1050

Grievances

Description: Information on complaints in writing presented in accordance with the Public Service Staff Relations Act by an employee on behalf of himself and/or one or more other employees of federal departments and agencies.

TB-1060

Labour-Management Relations

Description: Information on management-union seminars; Canada Labour Relations Council; Senior Interdepartmental Committee on Labour Relations; union-management joint consultation; issues bearing on the matter of the Post Office becoming a Crown corporation.

TB-1070

Negotiations

Description: Information on agreements made in writing entered into under the Public Service Staff Relations Act between the Treasury Board of Canada Secretariat on one hand, and a bargaining agent on the other; includes any amendment to such agreements containing provisions on the terms and conditions of employment and related matters. *Topics:* Boards, committees, tribunals; categories and groups — Postal Operations Group, Interdepartmental Committee on the Implications of the Goldenberg Recommendations; collective agreements; Cost-of-Living Allowances (COLA); outside collective bargaining; pay analysis; pay implementation; Pay Research Bureau; reports and statistics; studies and surveys.

Treasury Board of Canada

TB-1080

Payroll Deductions

Description: Information on payroll deduction privileges for union or staff association dues which apply only to employees included in a bargaining unit for which a bargaining agent has been certified; also, general information on payroll deductions. *Topics:* Check-off of union dues — Public Service Alliance of Canada. *Retrievability:* Files are arranged by subject, credit union, association, department and agency.

TB-1090

Public Service Staff Relations Act

Description: Information on the Staff Relations Act, amendments, and related general information. *Topics:* Review — Finkelman Study.

TB-1100

Reference of Questions of Law or Jurisdiction

Description: Information on grievances which have been referred to adjudication. *Retrievability:* Files are arranged by category, group, association and union.

TB-1110

Separate Employers

Description: Information on separate employers as listed from time to time under Part II of Schedule 1 to the Public Service Staff Relations Act. *Topics:* Agencies; Auditor General; Social Sciences and Humanities Research Council; Canex; Communications Security Establishment; National Research Council; Public Service Staff Relations Board.

TB-1120

Statistics and Surveys

Description: Statistics, surveys and requests for information on personnel policy matters.

TB-1130

Systems Application and Evaluation

Description: Systems, their application and evaluation as they apply to personnel policy. *Topics:* Attendance, Leave, Overtime Shiftwork System (ALOSS). *Storage Medium:* EDP system.

TB-1140

Training and Communications

Description: Information on training and communications in staff relations.

Program Branch

The Branch is responsible for the following functions:

- The provision of analyses and recommendations to the Treasury Board to assist it in decisions on departmental Multi-year Operational Plan proposals, the Estimates (both Main and Supplementary) and Treasury Board submissions. The records on submissions other than Operational Plans and Estimates are maintained by the Submission Control Unit.
- The provision of support to the President of the Treasury Board in his capacity as a member of all Cabinet Committees in the form of information and advice on departmental submissions to Cabinet, and the operation of the decision-making and resource allocation system (the recording and reporting of the expenditure plans of the

government, including the resource implications of all Cabinet decisions and the status of commitments on a multi-year basis).

- The production of multi-year forecasts of spending requirements and the reporting of these forecasts to the Priorities and Planning Committee as part of its review of fiscal plans.
- The development and maintenance of systems and the issue of the instructions and directives necessary to meet the above requirements.

To fulfill these responsibilities, Branch staff are required to maintain close working relationships with departmental managers and officials of the Department of Finance Canada and the secretariats supporting the several policy committees of Cabinet (the Privy Council Office and the Ministries of State for Social and Economic Development).

Manuals

- Program Forecast and Estimates Manual
- Submissions Manual — Policy and Expenditures Management System.

Classes of Records

TB-1150

Government of Canada

Description: Information on the general administration, organization and management of the Government of Canada. *Topics:* Governor General; House of Commons; Library of Parliament; Prime Minister's Office; Privy Council — administration, organization and management, Cabinet Decisions, Cabinet Committee Operations, Scientific Secretariat; Royal Commissions; Senate.

TB-1160

Government Policy

Description: General information on certain policies of the Government of Canada. *Topics:* Administration, organization and management.

TB-1170

Planning

Description: Information on analysis by the former Planning and Evaluation Division of the economic content of Cabinet Documents. *Topics:* Briefing material and recommendations for the President of the Treasury Board; liaison with universities and international bodies concerning government programs; speeches; evaluation of papers produced by universities; requests for publications on government studies; boards, committees, Royal Commissions; Cabinet legislation; interdepartmental committees.

TB-1180

Effectiveness Evaluation

Description: Information on economic analysis of major programs or policies to influence decisions on resource allocation by the former Planning and Evaluation Division; also, Program Forecast Submissions and Treasury Board Submissions; participation in interdepartmental task forces concerned with the evaluation of programs and policies; consultation and advice on program evaluation methodologies and their application within the Secretariat, other departments and occasionally, provincial governments and private institutions; and maintenance of effective liaison with departments and agencies, as well as with other branches of the Secretariat and the Office of the Comptroller General. *Topics:* Effectiveness Evaluation — "A" Base

Treasury Board of Canada

Review; Operations Canada Agency — Katimavik Program; agricultural studies; Canadian nuclear programs; resources; environmental quality; benefit-cost studies; Tax and Transfer Integration (TTI); industrial studies; information systems; labour market studies; program activity structure; regional development studies; housing studies; science studies; social program and evaluation studies; Social Security Review; airport studies; models, guides; project development; Short Take Off And Landing (STOL); education; finance and loans studies; post-secondary education; regulatory activity studies; Auditor General of Canada; financial studies; general economic conditions; government operations studies; health studies; studies of the federal government as Employer; Real Property Acquisition Task Force; international development studies; research development studies; transportation studies; welfare studies; Study on Long Term Education Policy After 1974; pension policy; Make or Buy (Contracting Out).

TB-1190

Decentralization

Description: The study of the Task Force Team on decentralization: the implications of relocation and other decentralization projects. *Topics:* Departments and agencies, foreign governments; questionnaires.

Budget Co-ordination Group

The Group comprises three Divisions: Estimates, Management Information Systems, and Expenditure Analysis.

Estimates Division

This Division issues the manuals of instructions on the preparation of Multi-Year and Budget Year Operational Plan submissions. It compiles central records for Estimates and Operational Plan submissions, Treasury Board Secretariat recommendations and decisions on those submissions. These central records form the main sources of information on government expenditures, commitments and plans. The Division also keeps the accounts for expenditure allotments and for centrally financed votes.

The Estimates Group has a major operational role in the technical production of Main and Supplementary Estimates, including advice to analysts in matters of vote wording, expenditure coding and allotment control. The Division is also responsible for scheduling, preparing and documenting the Estimates and Appropriation Acts and supporting the President at the tabling of these Acts and the associated press conferences.

Management Information Systems Division

The Division designs, develops, implements and operates EDP systems to management specifications based on the budgetary cycle of operational plan and estimates reviews, and other controls or analytical requirements of the Branch.

Expenditure Analysis Division

The Division is responsible for central expenditure control function which the Branch carries out on behalf of the government. Periodic detailed projections of government spending based on alternative economic and government policy scenarios are prepared in co-operation with the program divisions; analyses of historical and projected future spending patterns are then submitted for Cabinet consideration. Once the expenditure framework has been established, the Division is responsible for monitoring subsequent Treasury Board,

Cabinet Committee and Cabinet decisions with expenditure implications, changes in the forecast requirements for statutory programs, and the effects of any special spending control initiatives such as expenditure reductions or directed lapses. The Division prepares weekly reports for the Treasury Board and the Policy Committees of Cabinet on the status of expenditure commitments within the approved framework and on expected total outlays for the current and future years. These records are maintained on an "envelope" basis (corresponding to particular policy sectors) as well as at the aggregate level. The above central expenditure control duties require a close working relationship with the Department of Finance Canada (particularly the Fiscal Policy Division), the Ministries of State for Economic Development and Social Development, and the Secretariats of the Privy Council Office which support the other Policy Committees.

The Division co-ordinates special Branch activities which cross program division lines, in particular, advice to the President and the Minister of Finance Canada on expenditure issues relating to the annual Fiscal Planning exercise, which entails the collection, consolidation and analysis of detailed information or recommendations from the Program Divisions, and the presentation of alternatives for consideration. The Division is also responsible for preparing all related Cabinet Documents and the Federal Expenditure Plan booklet which accompanies the tabling of Main Estimates.

Classes of Records

TB-1200

Budget Co-ordination

Description: Information on general Branch activities; current issues; the government's spending plans for Parliament (Estimates) and requests for funds and authorities (Supply Bill and Governor General's Warrants); also management of the government's Contingency Fund and other central systems. *Topics:* Auditor General's Reports; economic stimulation; Estimates; financial administration; Governor General's Warrants; Management Information System; Capital Expenditures; How Your Tax Dollar is Spent; manpower allocation and control; planning, programming and budgeting; Special "A" Base Review; Canadian Transport Commission; Transport Canada; program review.

Program Divisions

The Program Divisions are responsible for assessing the resource implications of departmental policies and programs, and providing advice on these subjects to the Secretary, the President, and the Treasury Board.

The Divisions also communicate to departments the policies, directives and decisions emanating from the Treasury Board which affect the use and level of resources, and monitor the implementation of the decisions as required. Interdepartmental consultation on policy and program proposals to avoid duplication of effort or conflicts in mandates is also initiated by these Divisions.

The specific responsibilities of the Program Divisions include:

- analysis of the Multi-Year and Budget Year Operational Plan Submissions from departments and agencies and the development of recommendations on the allocation of resources;
- analysis of and advice on departmental submissions to the Board, which include requests for additional financial or personnel resources, proposals for the classification of accounts, authority to levy fees, and approval of specific capital projects

Treasury Board of Canada

(records on these submissions are maintained by the Submission Control Unit);

- analysis of Cabinet Documents, including the preparation of briefing material and recommendations for the President of the Treasury Board;
- participation in interdepartmental meetings on the development or implementation of government policies and programs;
- monitoring of the implementation of government policies and programs by departments;
- assessment of the efficiency of departmental programs and operations;
- co-ordination of resource proposals between departments and agencies as required to minimize duplication and to ensure, where possible, that appropriate interdepartmental consultation has taken place before proposals are placed before Ministers; and
- maintenance of liaison with the Privy Council Office, the Ministries of State for Social and Economic Development, the Department of Finance Canada, the Office of the Comptroller General, and other agencies as well as other branches of the Secretariat, in the discharge of their responsibilities.

Classes of Records

TB-1210

Departmental Programs and Activities

Description: Information organized by individual department and agency, on the general administration of departments and agencies subject to the Financial Administration Act; financial management programs (which include records on estimates and budgets); programs and projects. *Topics:* Main Estimates; budgets; administration; departmental programs.

Crown Corporations Division

The Division has primary responsibility for advising the President and the Treasury Board on the financial requirements of Crown corporations and their subsidiaries, and for the development of policy (and legislation) governing Crown corporations in general.

Specific responsibilities of the Division include:

- the provision of advice and recommendations to the President and the Treasury Board on Estimates and other submissions to the Board on Crown corporations;
- the provision of advice and recommendations to the President and the Treasury Board on the Operating Budgets, Capital Budgets and Corporate Plans of Crown-owned corporations;
- the analysis of Cabinet Documents on Crown corporations, including the preparation of briefing material and recommendations for the President of the Board;
- the development of policy (and, periodically, legislation) on matters of general applicability to Crown corporations, such as control by and accountability to government, as well as methods and frequency of reporting; and
- the undertaking of special projects from time to time at the direction of Cabinet or the Treasury Board, such as the valuation of designated Crown corporations or the acquisition and disposition of such corporations.

Classes of Records

TB-1220

Privatization

Description: Information on the privatization of Crown corporations. *Topics:* Administration; advisory board; Crown corporations to be privatized and authorities; financial advisors; minutes of meetings; progress reports; public reactions.

TB-1230

Interdepartmental Task Force on Crown Corporation Legislation

Description: Information on the ongoing analysis of Crown corporation corporate plans, capital and operating budgets, and the planning and implementation of new Crown corporation legislation. *Topics:* Interdepartmental Task Force on Crown Corporation Legislation — control, direction and accountability.

Standard Classes of Records

The following Section describes the subject matter of certain records which are common to most federal departments and agencies, including such matters as personnel, finance, purchasing and property control, materiel management and central services. Individuals seeking access to these standard classes of records should select particular topics and forward their access requests to the government institution whose programs and records are of primary interest.

Classes of Records

COM-83-10

Administration

Description: Administration generally; accidents generally, motor vehicle accidents; agreements; appreciation, complaints and inquiries; associations, clubs and societies; audit, review and evaluation; badges, emblems and flags; bilingualism and biculturalism; cafeterias and eating facilities; campaigns and canvassing; ceremonies and celebrations; circulars, directives and orders; committees; conferences, meetings and symposia; corporations, companies and firms; emergency measures; inventions, patents and copyrights; licences and permits; parliamentary matters; plans and programs; reports and statistics; visits and tours.

COM-83-20

Acts and Legislation

Description: Acts and legislation - general, departmental, federal, foreign and provincial.

COM-83-30

Administrative and Management Services

Description: Administrative and management services generally; correspondence management; duplication services; Electronic Data Processing; forms management; information services; legal services; library services; mail, messenger and postal services; management services, records management, security services, telecommunications; travel and transportation services; secretarial, typing and word processing services; translation services.

COM-83-40

Co-operation and Liaison

Description: Co-operation and liaison generally and at the federal, international, provincial, university, college and school levels.

COM-83-50

Buildings and Properties

Description: Buildings and properties generally, accommodation, accounting and inventories, planning and requirements, reports and statistics.

COM-83-60

Buildings

Description: Buildings generally, acquisition, alterations and repairs, construction, contracts, damages, disposal, fires and fire prevention, and maintenance.

COM-83-70

Lands

Description: Lands generally, acquisition, concessions, development, disposal, fencing, flood control, landscaping, parking areas, roads, streets and sidewalks.

COM-83-80

Utilities

Description: Utilities generally, air conditioning, electric power, water

and sewage, garbage disposal, gas and oil, heating, lighting, plumbing and ventilation.

COM-83-90

Equipment and Supplies

Description: Equipment and supplies generally, accountability and inventories, catalogues, clothing, disposal and surplus, food, forms, fuels, laboratory, loans, maintenance and repairs, price lists and stationery.

COM-83-100

Furniture and Furnishings

Description: Furniture and furnishings generally, beds and bedding, chesterfields and sofas, drapes, filing cabinets, household and office furniture and furnishings, and pictures.

COM-83-110

Office Appliances

Description: Office appliances generally, calculators, data processing hardware, duplicating equipment, photographic and microfilming equipment, recorders and typewriters.

COM-83-120

Procurement

Description: Procurement generally, contracts, local purchase orders, procedures and regulations, requisitions and standing offer agreements.

COM-83-130

Vehicles

Description: Vehicles generally, air, land and water, insurance, maintenance and repairs, operating standards, registration and licences.

COM-83-140

Finance

Description: Finance generally, agreements and arrangements, allotments and transfers, allowances, banks and banking, cheques, claims, contracts, currency, encumbrances, expenditures, fees, funds, revolving funds and working capital advances, grants, signing authorities, taxes and travel allowances and expenses.

COM-83-150

Accounts and Accounting

Description: Accounts and accounting generally, cash accounts, accounts payable, accounts receivable and standing advances.

COM-83-160

Audits

Description: Auditor General reports and internal audit reports.

COM-83-170

Budgets

Description: Budgets generally, estimates and supplementary estimates and program forecasts.

COM-83-180

Personnel

Description: Personnel generally, accidents and injuries, appointments, attendance, awards and honours, Corps of Commissionaires, establishment, hours of work and overtime, leave and holidays, promotions and reclassifications, regulations and directives, reports and statistics, retirements and separations.

Standard Classes of Records

COM-83-190

Classification of Positions

Description: Classification generally, audits, category and group, individual positions and standards.

COM-83-200

Employment and Staffing

Description: Employment and staffing generally, applications, casual and term employees, competitions, programs, recruitment, requests for staffing action, and summer students.

COM-83-210

Human Resources

Description: Human resources generally, career management, inventories, performance appraisal, reports and statistics, requirements and utilization.

COM-83-220

Occupational Health, Safety and Welfare

Description: Occupational health, safety and welfare generally, counselling, health units, medical examinations, nursing services, recreation and sports, and surveys.

COM-83-230

Official Languages

Description: Official languages generally, identification and designation of bilingual positions, Language Requirements Program, recruitment, and replacements.

COM-83-240

Pensions and Insurance

Description: Pensions and insurance generally, superannuation plans, Canada Pension Plan, Quebec Pension Plan, reciprocal transfer agreements, federal, provincial and private hospital and medical insurance plans, Death Benefit Plan, Disability Insurance and Unemployment Insurance Plans.

COM-83-250

Salaries and Wages

Description: Salaries and wages generally, acting pay, deductions, pay rates, pay system; performance and senior merit pay, regulations, salary revisions and severance pay.

COM-83-260

Staff Relations

Description: Staff relations generally, adjudication, bargaining agents, collective agreements and interpretations, discipline, grievances, managerial and confidential exclusions and union relations.

COM-83-270

Training and Development

Description: Training and development generally, attendance, course content, course evaluations, individual courses, language training, nominations, plans, schedules and directives, and types of courses.

Principal Contact Points for Other Institutions

Please address any requests under the Access to Information Act to the appropriate officials listed below. Full descriptions for the organization, programs and records of these institutions will be published in the first edition of the Access Bulletin.

Advisory Council on the Status of Women

President's Assistant
Administration and Personnel
Advisory Council on the Status of Women
66 Slater Street, 18th Floor
Ottawa, Ontario
K1P 5H1
Tel.: (613)992-4975

Agricultural Products Board (see Agriculture Canada)

Agricultural Stabilization Board (see Agriculture Canada)

Anti-Dumping Tribunal (see Finance)

Atlantic Development Council

Development Officer
Atlantic Development Council
Building 102
Pleasantville
St. John's, Newfoundland
A1A 1N1
Tel.: (709)772-4090

Atlantic Pilotage Authority

Corporate Secretary
Atlantic Pilotage Authority
Bank of Montreal Tower, Suite 1203
5151 George Street
Halifax, Nova Scotia
B3J 1M5
Tel.: (902)426-2550

Atomic Energy Control Board

Planning Advisor
Atomic Energy Control Board
P.O. Box 1046
Ottawa, Ontario
K1P 5S9
Tel.: (613)995-509

Bank of Canada

Secretary
Bank of Canada
234 Wellington Street
Centre Building, 4th Floor
Ottawa, Ontario
K1A 0G9
Tel.: (613)563-8537

Bilingual Districts Advisory Board (see Secretary of State)

Board of Trustees of the Queen Elizabeth II Fund (see Medical Research Council)

Bureau of Pension Advocates (see Veterans Affairs)

Canada Council

Secretary to the Council
Canada Council
255 Albert Street
Ottawa, Ontario
K1P 5V8
Tel.: (613)237-3400

Canada Deposit Insurance Corporation (see Finance)

Canada Employment and Immigration Commission (see Department of Employment and Immigration)

Canada Labour Relations Board

Canada Labour Relations Board

Lester B. Pearson Building
Tower D, 3rd Floor
125 Sussex Drive
Ottawa, Ontario
K1A 0X8
Tel.: (613)996-9466

Canada Mortgage and Housing Corporation

Manager, Access to Information and Privacy Office
Canada Mortgage and Housing Corporation
CMHC Building
Montreal Road
Ottawa, Ontario
K1A 0P7
Tel.: (613)748-2952

Canadian Centre for Occupational Health and Safety

Director, Communications
Canadian Centre for Occupational Health and Safety
500-300 Slater Street
Ottawa, Ontario
K1P 6A6
Tel.: (613)995-0938

Canadian Commercial Corporation

Comptroller
Canadian Commercial Corporation
Place de Ville
Tower B, 17th Floor
112 Kent Street
Ottawa, Ontario
K1A 1E9
Tel.: (613)996-0161

Canadian Cultural Property Export Review Board

Canadian Cultural Property Export Review Board
Moveable Cultural Property Communications
Journal Tower South
365 Laurier Avenue West, Room 1524
Ottawa, Ontario
K1A 0C8
Tel.: (613)993-4525

Canadian Dairy Commission

Director, Information
Canadian Dairy Commission
Pebb Building
2197 Riverside Drive, 5th Floor
Ottawa, Ontario
K1A 0Z2
Tel.: (613)998-9490

Canadian Film Development Corporation

Chairman
Canadian Film Development Corporation
Tour de la Bourse
P.O. Box 71
Montreal, P.Q.
H4Z 1A8
Tel.: (514)283-6363

Canadian Forces - Access (see National Defence)

Canadian Government Specifications Board (see Supply and Services Canada)

Canadian Grain Commission (see Agriculture Canada)

Canadian Human Rights Commission

General Counsel
Canadian Human Rights Commission
257 Slater Street
Ottawa, Ontario

Principal Contact Points for Other Institutions

K1A 1E1
Tel.: (613)995-2410

Canadian International Development Agency
Access to Information and Privacy Co-ordinator
Canadian International Development Agency
Place du Centre, 8th Floor
200 Promenade du Portage
Hull, P.Q.
K1A 0G4
Tel.: (613)997-964

Canadian Livestock Feed Board
Director, Administration
Canadian Livestock Feed Board
P.O. Box 177
Snowdon Station
Montreal, P.Q.
H3X 3T4
Tel.: (514)283-7505

Canadian Penitentiary Service (see Correctional Service of Canada)
Co-ordinator, Access to Information and Privacy
Correctional Service Canada
460 O'Connor Street, Room 1009
Ottawa, Ontario
K1A 0M2
Tel.: (613)995-3689

Canadian Pension Commission (see Veterans Affairs)

Canadian Radio = Television Telecommunications Commission
Director, Statistical Centre
Canadian Radio = Television Telecommunications Commission
Les Terrasses de la Chaudière
Centre Building, 2nd floor
1 Promenade du Portage
Hull, P.Q.
K1A 0N2
Tel.: (613)997-6785

Canadian Saltfish corporation (see Fisheries and Oceans)

Canadian Transport Commission
Access to Information and Privacy Co-ordinator
Canadian Transport Commission
Les Terrasses de la Chaudière
15 Eddy street, 17th Floor
Hull, P.Q.
K1A 0N9
Tel.: (613)997-4290

Canadian Unity Information Office
Director, Corporate Services
Canadian Unity Information Office
P.O. Box 1986
Station B
Ottawa, Ontario
K1P 6G6
Tel.: (613)993-6886

Crown Assets Disposal Corporation (see Supply and Services Canada)

Defence Construction (1951) Ltd.
Secretary
Defence Construction (1951) Ltd.
SBI Building, 12th Floor
Billings Bridge Plaza
2323 Riverside Drive
Ottawa, Ontario
K1A 0K3
Tel.: (613)998-9541

Director of Soldier Settlement (see Veterans Affairs)

Director, Veterans Land Act (see Veterans Affairs)

Economic Council of Canada
Director General, Administration
Economic Council of Canada
P.O. Box 527
Ottawa, Ontario
K1P 5V6
Tel.: (613)993-1030

Energy Supplies Allocation Board (see Energy, Mines and Resources)

Farm Credit Corporation
Chief, Administration
Farm Credit Corporation
P.O. Box 2314
Postal Station D
Ottawa, Ontario
K1P 6J9
Tel.: (613)996-6606

Federal Business Development Bank
Senior Solicitor
Access to Information and Privacy
Federal Business Development Bank
P.O. Box 6021
Montreal, P.Q.
H3C 3C3
Tel.: (514)283-3365

Federal Mortgage Exchange Corporation (see finance)

Federal-Provincial Relations Office (see Privy Council Office)

Fisheries Prices Support Board (see Fisheries and Oceans)

Fisheries Research Board of Canada (see Fisheries and Oceans)

Foreign Investment Review Agency
Corporate Secretary
Foreign Investment Review Agency
P.O. Box 2800
Postal Station D
Ottawa, Ontario
K1P 6A5
Tel.: (613)996-2414

Freshwater Fish Marketing Corporation (see Fisheries and Oceans)

Great Lakes Pilotage Authority
Manager, Finance and Administration
Great Lakes Pilotage Authority
P.O. Box 95
Cornwall, Ontario
K6H 5R9
Tel.: (613)933-2995

Historic Sites and Monuments Board (see Environment Canada)

Immigration Appeal Board
Director, Finance and Administration
Immigration Appeal Board
116 Lisgar Street, 3rd Floor
Ottawa, Ontario
K1A 0K1

International Development Research Centre
Special Assistant
Office of the President
International Development Research Centre
60 Queen Street, 15th Floor
Ottawa, Ontario
K1G 3H9
Tel.: (613)996-2321

Laurentian Pilotage Authority

Principal Contact Points for Other Institutions

Laurentian Pilotage Authority
1080 Beaver Hall Hill
Suite 1804
Montreal, P.Q.
H2Z 1S8
Tel.: (514)283-6320

Law Reform Commission
Director, Operations
Law Reform Commission
Varete Building
130 Albert Street, Room 844
Ottawa, Ontario
K1A 0L6
Tel.: (613)996-7844

Medical Research Council
Director, Grants Program
Medical Research Council
Jeanne Mance Building, Room 2012
Tunney's Pasture
Ottawa, Ontario
K1A 0W9
Tel.: (613)996-8172

Merchant Seamen Compensation Board (see Labour Canada)

Metric Commission (see Consumer and Corporate Affairs)

National Battlefields Commission (see Environment Canada)

National Capital Commission
Director
Supply and Administration Services
National Capital Commission
161 Laurier Avenue West, 13th Floor
Ottawa, Ontario
K1P 6J6
Tel.: (613)992-0338

National Design Council (see Industry, Trade and Commerce)

National Energy Board
Secretary
National Energy Board
473 Albert Street, Room 1140
Ottawa, Ontario
K1A 0E5
Tel.: (613)995-7699

National Farm Products Marketing Council (see Agriculture Canada)

National Film Board
Director of Administration
National Film Board
P.O. Box 6100, Station A
125 Houde Street
St. Laurent, P.Q.
H3C 3H5
Tel.: (514)333-3122

National Harbours Board
Vice President
Law and Corporate Secretary
Ports Canada
Place de Ville
Tower A, 14th Floor
320 Queen Street
Ottawa, Ontario
K1A 0N6
Tel.: (613)992-0180

National Library
Executive Secretary
National Library

395 Wellington Street, Room 206
Ottawa, Ontario
K1A 0N4
Tel.: (613)995-3904

National Parole Service (see Correctional Service of Canada)

Natural Sciences and Engineering Research Council
Secretary
Natural Sciences and Engineering Research Council
Building M-55, Room 361
Montreal Road
Ottawa, Ontario
K1A 0R6
Tel.: (613)993-9358

Northern Canada Power Commission
Corporate Secretary
Northern Canada Power Commission
7909-51st Avenue
P.O. Box 5700, Station L
Edmonton, Alberta
T6C 4J8
Tel.: (403)465-3377

Northern Pipeline Agency
Comptroller
Northern Pipeline Agency
Varete Building
130 Albert Street, 15th Floor
Ottawa, Ontario
K1P 5G4
Tel.: (613)593-7860

Northwest Territories Water Board
Executive Secretary
Northwest Territories Water Board
Precambrian Building, 9th Floor
P.O. Box 1500
Yellowknife, N.W.T.
X1A 2R3
Tel.: (403)920-8191

Office of the Co-ordinator, Status of Women
Access to Information and Privacy
Status of Women
151 Sparks Street
Ottawa, Ontario
K1A 1C3
Tel.: (613)995-7835

Office of the Correctional Investigator
Co-ordinator
Access to Information and Privacy
Office of the Correctional Investigator
P.O. Box 2324, Station D
Ottawa, Ontario
K1P 5W5
Tel.: (613)996-9771

Office of the Custodian of Enemy Property (see Supply and Services Canada)

Pacific Pilotage Authority
Chief Accountant
Pacific Pilotage Authority
605-1200 West Pender Street
Vancouver, B.C.
V6E 2T9
Tel.: (604)666-6771

Pension Appeals Board
Registrar
Pension Appeals Board

Principal Contact Points for Other Institutions

P.O. Box 8567
Ottawa, Ontario
K1G 3H9
Tel.: (613)993-2047

Pension Review Board (see Veterans Affairs)

Petroleum Compensation Board (see Energy, Mines and Resources)

Petroleum Monitoring Agency (see Energy, Mines and Resources)

Prairie Farm Assistance Administration (see Regional Economic Expansion)

Prairie Farm Rehabilitation Administration (see Industry, Trade and Commerce)

Public Service Commission

Director General
Corporate Systems and Services Branch
Public Service Commission
L'Esplanade Laurier
West Tower, Room 1943
300 Laurier Avenue West
Ottawa, Ontario
K1A 0M7
Tel.: (613)995-2841

Public Service Staff Relations Board

Secretary Registrar
Public Service Staff Relations Board
140 O'Connor Street
P.O. Box 1525, Station B
Ottawa, Ontario
K1P 5Z2
Tel.: (613)996-6709

Public Works Land Company

Director
Canada Lands Company Ltd.
Public Works Canada
Sir Charles Tupper Building
Riverside Drive, 7th Floor
Ottawa, Ontario
K1A 0M2
Tel.: (613)998-4544

Regional Development Incentives Board (see Industry, Trade and Commerce)

Restrictive Trade Practices Commission

Secretary of the Commission
Restrictive Trade Practices Commission
P.O. Box 336
Postal Station A
Ottawa, Ontario
K1N 8V3
Tel.: (613)992-0274

Royal Canadian Mint

Senior Personnel and Industrial Relations Officer
Royal Canadian Mint
Place Vanier
Tower B, 6th Floor
355 River Road
Ottawa, Ontario
K1A 0G8
Tel.: (613)993-1249

St. Lawrence Seaway Authority
Counsel

St. Lawrence Seaway Authority

Place de Ville, Tower A
320 Queen Street
Ottawa, Ontario
K1R 5A3
Tel.: (613)932-5170

Science Council Canada

Planning and Operations Officer
Science Council Canada
Berger Building, 16th Floor
100 Metcalfe Street
Ottawa, Ontario
K1P 5M1
Tel.: (613)996-7930

Seaway International Bridge Corporation Ltd. (see St. Lawrence Seaway Authority)

Social Sciences and Humanities Research Council

Secretary to the Council
Social Sciences and Humanities Research Council
255 Albert Street, 12th Floor
Ottawa, Ontario
K1P 6G4
Tel.: (613)995-9330

Standards Council of Canada

Director
National Standardization Branch
Standards Council of Canada
350 Sparks Street
Ottawa, Ontario
K1R 7S8
Tel.: (613)238-3222

Statute Revision Commission (see Justice)

Tariff Board

Executive Assistant
Tariff Board
Journal Building
South Tower, 21st Floor
365 Laurier Avenue West
Ottawa, Ontario
Tel.: (613)996-8541

Tax Review Board

Administrator
Tax Review Board
381 Kent Street, Room 314
Ottawa, Ontario
K1A 0M1
Tel.: (613) 995-9045

Textile and Clothing Board

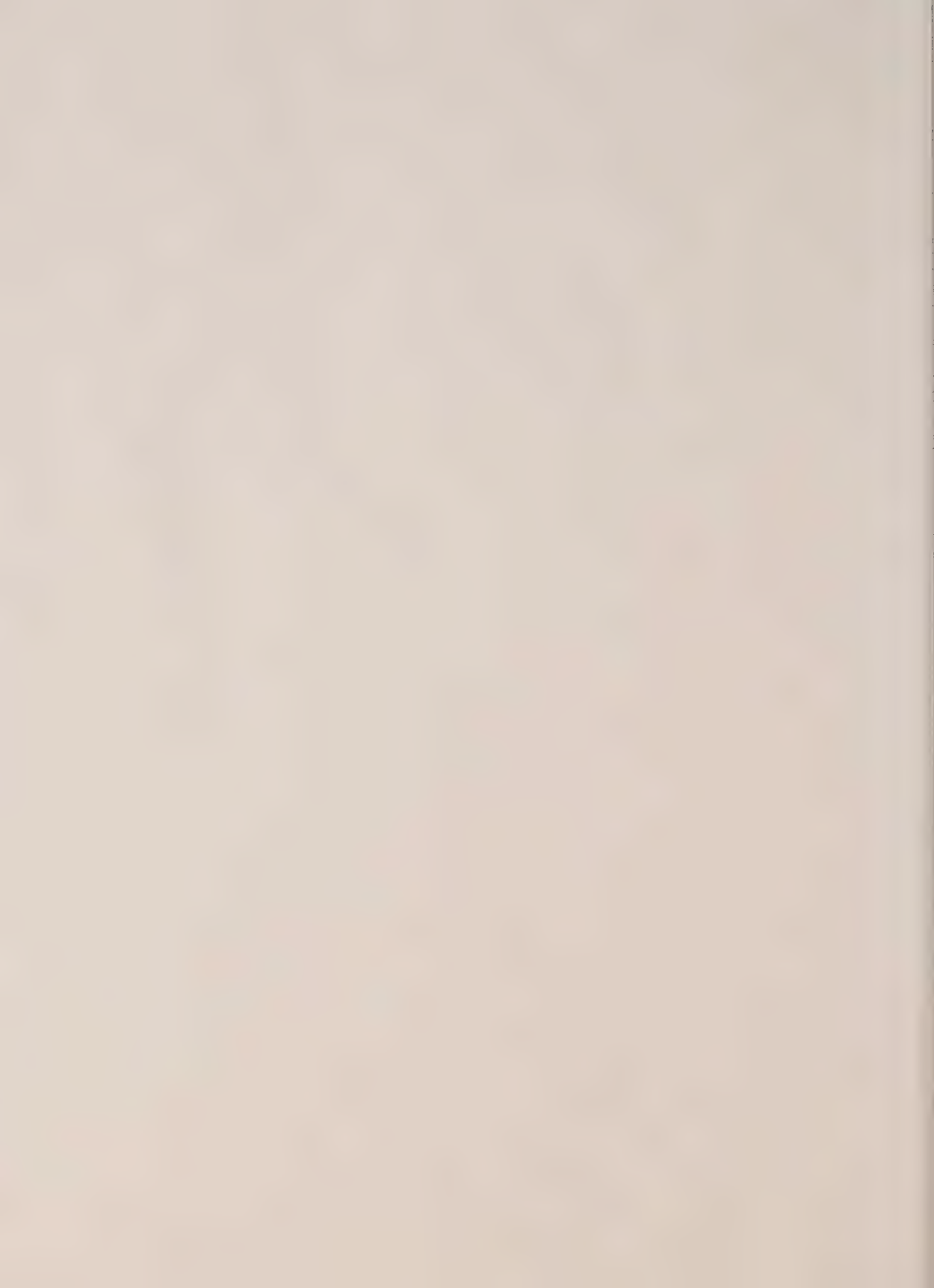
Office of the Access to Information and Privacy Co-ordinator
Textile and Clothing Board
235 Queen Street, First Floor, West
Ottawa, Ontario
K1A 0H5
Tel.: (613)993-6336

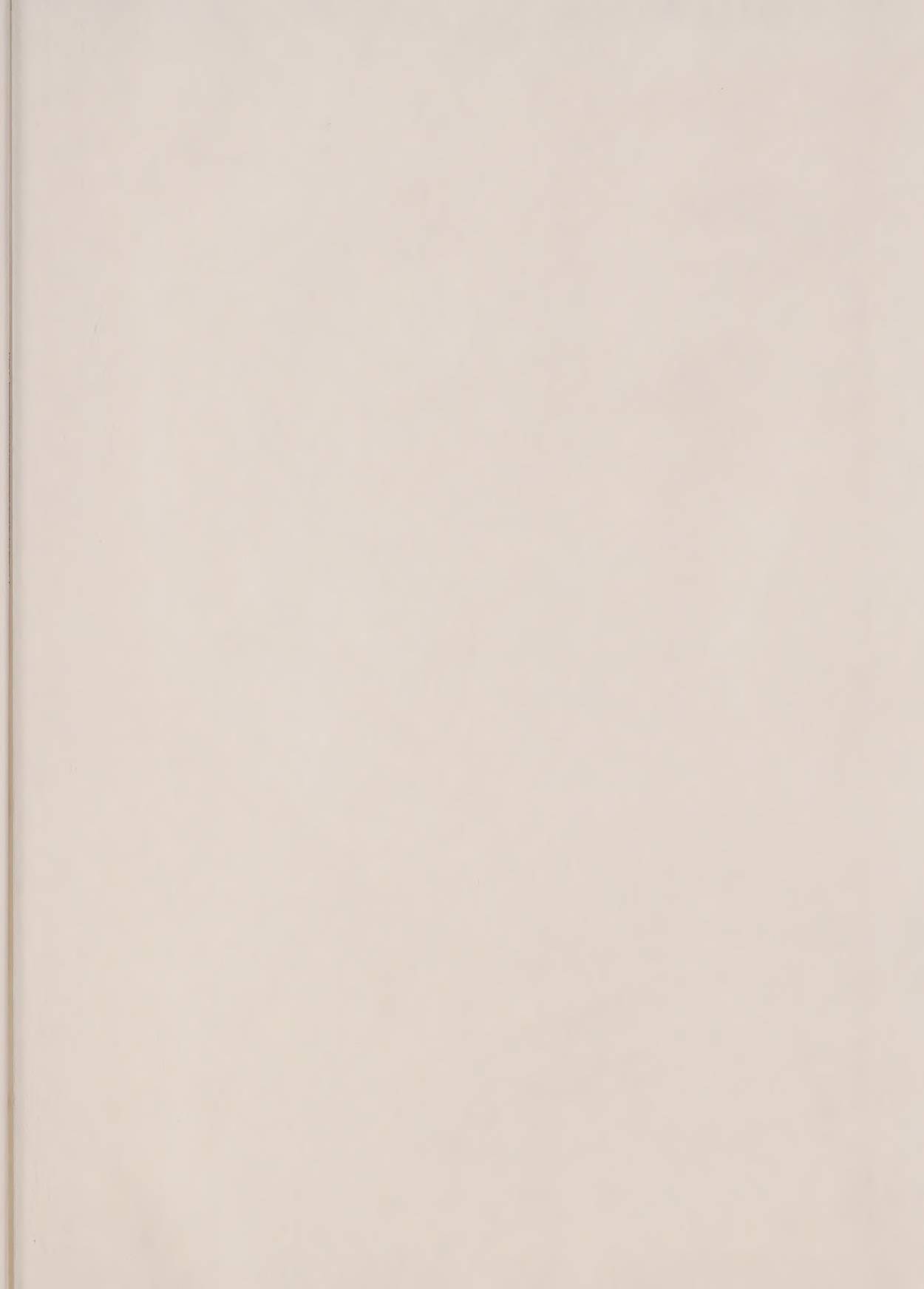
Uranium Canada, Limited (see Energy, Mines and Resources)

War Veterans Allowance Board (see Veterans Affairs)

Yukon Territory Water Board

Yukon Territory Water Board
200 Range Road
Whitehorse, Yukon Territory
Y1A 3V1
Tel.: (403)668-5151





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